



**The Corporation of the City of Brantford
Human Resources Department**

requires

**Compensation & Job Evaluation Specialist
Job ID# 2325**

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Human Resources Services, the Compensation and Job Evaluation Specialist is responsible for the coordination, design, analysis, implementation and administration of the City's compensation, job evaluation, market reviews and salary administration. This position provides consultative recommendations, design advice and guidance on compensation strategies, maintains the integrity of the City compensation program, and participates in the creation of new programs and policies to enhance the compensation strategy and competitive positioning while ensuring data integrity and consistency. Duties include but are not limited to:

- Monitors, analyzes, and coordinates the City's compensation program and procedures and makes recommendations
- Acts as the primary contact for all compensation related matters for all full time and part time staff ensuring appropriate pay rates, progression and applicable compensation eligibility is applied
- Coordinates the job evaluation processes, including educating managers and employees on the process. Investigates and researches job fact sheets or role profiles as required
- Co-Chairs CUPE job evaluation meetings, trains committee members, coaches' managers, processes results and maintains all job evaluation records
- Conducts job evaluation for new and revised roles using the existing JE methodology
- Provides advice on job design and organizational structure as it relates to job evaluation
- Conducts annual salary reviews, completes benchmark surveys, analyzes and evaluates the competitiveness and effectiveness of salary programs and makes recommendations based on analyses
- Administers large compensation structure redesign/Pay Equity projects for employee groups (e.g. Exempt, Part Time, CUPE, IBEW, ATU, Fire compensation reviews)
- Ensures compliance with ESA, Pay Equity and other related legislation
- Ensures employees are fully informed and updated on compensation related matters, responds to employee inquiries/concerns, monitors issues and provides process support
- Provides wage administration research support the collective bargaining process
- Manages successful partnerships with external vendors and third-party consultants related to compensation, wage surveys and job evaluation
- Maintains current job descriptions, ensuring up to date duties and job information
- Other duties as assigned.

QUALIFICATIONS

- Must possess a degree and/or diploma in related field such as Human Resources/Business Administration and/or other related program
- Minimum five (5) years of progressive human resources experience managing job evaluation and compensation programs and administration, preferably in a municipal unionized environment

- Minimum two (2) years' experience in research and job analysis, job evaluation principles, compensation structures and facilitating committee meetings
- Demonstrated knowledge of:
- Job analysis and job evaluation principles for pay equity compliance
- Statistical data collection, entry, and analysis using Excel
- Preparation of accurate job descriptions for multiple uses
- Certified Compensation Professional (CCP) designation is an asset
- Certified Human Resources (CHRL) designation is an asset
- High level of research, problem solving skills and superior attention to detail with an emphasis on data integrity are required
- Strong mathematical, analytical and critical thinking skills (dealing with numbers, complex calculations, formulas and costing). Advanced statistics and forecasting skills
- Strong relationship management, communication and interpersonal skills
- Advanced computer skills including Excel (advanced formulas, pivot tables and lookups), Word, PowerPoint and JD Edwards and complex reporting skills queries, formulas)
- Solid integrity and demonstrated ability to maintain high levels of confidentiality
- Ability to do modeling and forecasting, and to link and work with multiple spreadsheets
- Ability to collect, analyze and manipulate large sets of data
- Ability to adhere to strict deadlines

WAGE/SALARY RANGE: \$43.21 to \$54.01 per hour (based on a 35 hour work week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday May 1, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.