

Manager, Payroll Operations & Total Compensation

Employment Type: Permanent Full-time

Competition #: 26/161

Compensation: \$116,069.72 - \$139,966.84 per year

Closing date: September 2, 2026, 10:00 PM (MDT)

Work Location: 110 Carleton Drive, St. Albert

About the City of St. Albert

Working at the City of St. Albert means joining a dedicated team that aims to deliver outstanding service to our vibrant community. We pride ourselves on employing a diverse group of employees who each bring unique skills and contribute to delivering exceptional services to our residents. We value collaboration, accountability, respect, and enjoyment in our work each day.

Job Details

The City of St. Albert is recruiting an experienced and strategic leader to join our Human Resources & Safety department as the Manager, Payroll Operations & Total Compensation.

Reporting to the Director, Human Resources & Safety, this position provides strategic and operational leadership for the City's payroll, benefits, pension administration, total compensation, HR information systems (HRIS), workforce analytics, and HR administrative services functions.

The Manager leads a multidisciplinary team and serves as the City's senior subject matter expert in total compensation, job evaluation, HR technology, and workforce analytics/reporting, providing advice and recommendations that support organizational effectiveness, compliance, and informed decision-making.

Responsibilities

- Lead the development and implementation of the City's total compensation strategy, including compensation administration, job evaluation, classification, benefits, pension programs, compensation reviews, market studies, workforce costing, and total rewards initiatives.
- Provide strategic oversight of payroll operations to ensure accurate, timely, and compliant payroll processing.
- Provide expert advice to senior leaders on compensation, classification, benefits, payroll legislation, workforce trends, and organizational effectiveness.
- Lead the strategic direction, governance, and continuous improvement of the City's Human Resources Information System (HRIS).

- Sponsor HR technology implementation projects and business process modernization and optimization initiatives.
- Establish and advance workforce analytics, dashboards, key performance indicators, reporting frameworks, workforce metrics, legislative reporting requirements, and annual departmental reporting to support evidence-based decision-making.
- Lead HR administrative services, ensuring responsive, efficient, and customer-focused service delivery, while developing service standards, business processes, and continuous improvement initiatives that enhance efficiency, service delivery, and client experience.
- Provide leadership, coaching, and performance management to a multidisciplinary team.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Commerce, Finance, Information Systems, or a related discipline, combined with at least seven (7) years of progressively responsible related experience, including leadership responsibilities; or a related diploma combined with at least ten (10) years of progressively responsible related experience, including leadership responsibilities.
- Experience in compensation and classification, payroll, benefits and pension administration, HRIS implementation and sustainment, and HR reporting.
- Must possess one of the following designations: Chartered Professional in Human Resources (CPHR), Payroll Compliance Practitioner (PCP), Payroll Leadership Professional (PLP), Certified Employee Benefit Specialist (CEBS), or Certified Compensation Professional (CCP).
- Extensive knowledge of total compensation programs, including compensation design, salary administration, job evaluation, payroll legislation, and pension and benefits administration.
- Experience with HRIS implementation, sustainment, upgrades, and process improvement initiatives.
- Municipal government experience is considered an asset.
- Equivalent combinations of experience and education may be considered.

Hours of Work

- We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).
- Benefit from flexible work hours by adjusting your start and end times by 30 or 60 minutes around our core hours of 8 a.m. to 5 p.m.

Compensation

- The salary ranges from \$116,069.72 - \$139,966.84 per year, including a comprehensive benefits package with a flexible spending account, pension plan, and accrued paid vacation starting at 4 weeks per year.
- Learn more about our benefits here: [Employee Benefits Booklet](#)

- Candidates not meeting the full qualifications may be considered for a development opportunity at a lower classification and salary.

Why You Should Work With Us

- Eligible to apply for a Hybrid Remote Work arrangement, with a minimum of 51% of work time spent onsite and the remainder worked remotely. Employees are eligible to participate in this program after 3 months of employment, subject to satisfactory performance.
- You will receive a Flexible Spending Account limit at the beginning of each calendar year (permanent full time \$400).
- Employees can purchase an annual Recreation Access Pass for \$87 + tax, granting unlimited access to Servus Credit Union Place (excluding PLAYcare and registered programs), Fountain Park Recreation Centre, and Grosvenor Outdoor Pool.

Conditions of Employment

- The successful candidate will be required to provide proof of educational and professional credentials.
- The successful applicant will be required to obtain a satisfactory police information check.
- Please note that the presence of charges or convictions does not automatically preclude an individual from being considered for employment. All findings will be reviewed and assessed in relation to the responsibilities and requirements of the position.
- A valid Alberta Class 5 Driver's Licence and access to a personal vehicle for business use are required.

Application Information

- If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site stalbert.ca/employment. Applications will only be accepted to 10:00 p.m. (Mountain Time Zone) on the closing date.
- This competition may be used to fill future vacancies, at the same or lower classification level.

We thank all applicants for their interest and effort in applying. Only candidates selected for interviews will be contacted.

The City of St. Albert is committed to creating and fostering a diverse workforce where all are welcome and we find a common purpose and strength in our differences. All qualified candidates are encouraged to apply, including those from members of groups that are historically or continue to be underrepresented.

We respectfully acknowledge that we are on Treaty 6 territory, traditional lands of First Nations and Métis peoples. As treaty People, Indigenous and non-Indigenous, we share the responsibility for stewardship of this beautiful land.