



Compensation Specialist - Job ID #2632

Job Title	Compensation Specialist	Status / Job Type	Permanent Full Time
Commission	CAO & Mayor's Office	Department	Human Resources
Union Affiliation	APAE/EXEMPT	Number of Openings	1
Rate of Pay	\$40.44 to \$50.55	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Jul 2, 2026
Existing Vacancy	New Position	Closing Date (4:30 pm)	Jul 16, 2026

Position Summary

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 Total Rewards, the Compensation Specialist is responsible for the administration and implementation of the City's compensation, job evaluation, market reviews and salary administration. This position is responsible for payroll, benefits and pension administration. The Compensation Specialist will provide advice and guidance on compensation, job evaluation, maintains the integrity of the City compensation program, and assists 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:

- Coordinates the City's compensation program and procedures and makes recommendations
- Serves 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
- Assists in training committee members, 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 and compensation surveys
- Assists with the Administration of large compensation structure redesign/Pay Equity projects for employee groups (e.g. Exempt, Part Time, CUPE, IBEW, ATU, Fire compensation reviews)

- 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 to support the collective bargaining process
- Maintains current job descriptions, with accurate information
- Stays current on industry trends, best practices, and regulatory changes related to compensation
- Ensure accurate data entry and review of employee administration paperwork, including processing of new hires, terminations, resignations, retirements, position changes, direct deposit, tax information, etc.
- Retain payroll records on a weekly basis for reference and create reports/spreadsheets of changes for distribution to various departments
- Manage full-time employee resignation and unpaid leave process including letters, benefit continuance and correspondence and responding to any employee related inquiries
- Assist with creating and updating Payroll related Standard Operating Procedures
- Create, update, and maintain benefit and pension related content and information for employees on internal employee site
- Manage new hire benefit and pension enrollment process
- Update any report to changes in JD Edwards for position control and Workforce access
- Enter Weekly employee payouts in Workforce
- Responsible for all HR Workforce adjustments and any JD Edwards mass updates
- Enroll new hires/terminations in online benefits system, internal resources as well as data entry of same in JD Edwards payroll software
- Maintain information on pension and insurance websites
- Assist with answering general employee benefit, pension and payroll related inquiries and changes
- Provide back-up coverage to the Human Resources Administrative Assistant
- File all employee related payroll and benefits paperwork
- 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 three (3) 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:
 - o Job analysis and job evaluation principles for pay equity compliance
 - o Statistical data collection, entry, and analysis using Excel
 - o 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 JDE 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
- Must have a strong attention to detail and adhere to strict timelines
- Must be team-oriented and flexible with the ability to work under pressure
- Must maintain and protect full confidentiality and privacy
- The successful candidate must hold a valid class G Ontario Driver's License in good standing and have access to their own transportation to travel between corporate facilities

Qualified candidates please attach a detailed .pdf format resume & cover letter

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.