

Senior Compensation Analyst

1 – Permanent Position

Compensation Services

Employee Services

Schedule II, Level 8

(Non-Union - 12 month)

\$85,358 - \$102,432

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Manager, Compensation, Benefits and Pension Administration, the Senior Compensation Analyst will provide expertise and consultation in all aspects of job evaluation, job design and pay equity.

The Senior Compensation Analyst will:

- *Manage the on-going job evaluation program for unionized and non-unionized positions;*
- *Administer and ensure consistent application of all job evaluation systems for TDSB;*
- *Provide key advice and recommendations to managers and employees at all levels on matters relating to job evaluation, job design and/or pay equity;*
- *Develop and implement processes and procedures to realize approved Pay Equity Plans including on-going maintenance of approved plans;*
- *Represent the TDSB on Joint Labour/Management Pay Equity/Job Evaluation Committees and at related hearings/meetings;*
- *Liaise with Employee Services and/or Legal and Labour Relations staff regarding the negotiation, development, implementation and maintenance of TDSB Pay Equity Plans.*

Summary of Duties:

- Manage the on-going job evaluation program for unionized and non-unionized positions;
- Ensure job evaluation assessments for support staff positions are conducted in accordance with Employee Services procedures, Collective Agreements and/or Pay Equity requirements;
- Work closely with the restructuring committee to provide advice and guidance to senior staff regarding organizational restructuring in accordance with established job evaluation protocols, collective agreement and pay equity requirements;
- Review new and revised Job Analysis Questionnaires, Job Postings and Position Summaries for content to ensure they reflect position's duties and requirements;
- Review requests for new or revised classifications to determine appropriate course of action;
- Responsible for the development, testing, documenting, implementing and posting of Pay Equity Plans for union and non-union groups;
- Provide technical, advisory and consultative services to management team on job evaluation and pay equity;
- Provide support and participate in the negotiations of Pay Equity Plans;
- Responsible for the maintenance of Pay Equity Plans by monitoring organizational changes;
- Communicate the requirements of the Pay Equity Act, the processes utilized, and the results to management and affected employees;
- Liaise with Employee Services staff to ensure salary compensation is administered in a fair and equitable fashion in accordance with Pay Equity Plans; and that related compensation policies and procedures are communicated in a clear and concise fashion to administrators and employees;
- Investigate job evaluation and/or pay equity complaints;
- Act as resource and/or represent TDSB at Pay Equity hearings/tribunals and participate as required on internal committees;
- Sit on related committees as member or as Chair/Co-Chair as required;
- Identify compensation related issues and recommend appropriate solutions;
- Develop and recommend policies, procedures, standards, forms and communications related to Job Evaluation and Pay Equity;
- Responsible for supervision of staff including recruitment and selection, training evaluation and performance reviews;
- Develop and recommend new methods and procedures for improving the quality and efficiency of job evaluation;
- Responsible for the documentation and maintenance of job evaluation information, job descriptions and organizational charts in order to ensure history and context is maintained;

- Liaise with public and private sector organizations to research and share best practices;
- Serve as primary contact for external providers related to Pay Equity;
- Gather information and/or develop reports to facilitate decision making;
- Oversee survey participation and market analysis, review market data, as well as internal data, to develop recommendations and action plans to support the Board's strategies;
- Oversee the implementation of various projects, including analysis of scope, resources, budget and management of project staff to ensure successful completion;
- Provide leadership in fostering equity and inclusiveness in the development and delivery of programs and services; and
- Other duties as assigned.

Qualifications:

- University Degree in Business Administration with a focus on Human Resources with five years of progressively responsible human resources experience including developing and managing compensation programs for a large, unionized public sector employer, or equivalent combination of education and experience;
- Expert knowledge of the principles and practices of human resources administration and including proficiency in job analysis and evaluation, job description preparation, salary administration, organization design, labour relations/negotiations, staffing and recruitment;
- Knowledge of related legislation (e.g. Employment Standards, Pay Equity, Human Rights, Labour Relations etc);
- Knowledge of current trends, developments and current techniques in the fields of classification and compensation administration;
- Strong time management and project management skills;
- Proven ability to present ideas clearly and concisely both orally and in writing;
- Proven ability to establish and maintain effective working relationships;
- Strong facilitation, negotiation, and consensus building skills;
- Demonstrated leadership, teambuilding and mentoring/education skills;
- Proven ability to create successful processes, training and presentation materials;
- Strong research and analytical skills;
- Proven ability in promoting equitable practices which value inclusiveness and diversity; and
- Excellent computer skills including e-mail, wordprocessing, spreadsheets, databases, HRIS, project management and presentation packages.

Special Requirements:

- Travel across TDSB.

Assets:

- Certified Human Resources Professional (CHRP).

Location: This position will be located at 5050 Yonge Street (wheelchair accessible).

Work Year: 12 month

Please Note:

Applications **must** be submitted:

1. in résumé form with a covering letter.
2. with competition # SCH II-14-0182NE in the subject line of the covering letter.
3. no later than 12:00 p.m. on July 25, 2014.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.