

EMPLOYMENT OPPORTUNITY NOTICE EO17-150

THE CITY OF GREATER SUDBURY

requires a

MANAGER OF COMPENSATION, BENEFITS AND REHABILITATION

Should there be no fully qualified candidate under Employment Opportunity # EO17-149, less qualified candidates who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

REPORTING LOCATION: TOM DAVIES SQUARE

**PERMANENT POSITION
(SUCCESSION PLANNING)**

START DATE TO FOLLOW SELECTION PROCESS

The Compensation, Benefits and Rehabilitation Section, Human Resources and Organizational Development Division, Corporate Services Department of the City of Greater Sudbury, requires a Manager of Compensation, Benefits and Rehabilitation. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,352.71 to \$3,947.44 bi-weekly (Range in effect April 1, 2017 – Training opportunity range of pay. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.).

QUALIFICATIONS:

EDUCATION AND TRAINING:

Community College diploma in a related discipline (e.g. Human Resources, Benefits Administration, Business Administration) from a recognized Community College with Canadian accreditation.

Additional specialized training (e.g. Canadian Payroll Association, Certified Employee Benefits Specialist Program or Certified Human Resource Professional) required.

Experience with ERP HCM applications, including implementation, development and reporting software.

Experience with PeopleSoft a definite asset.

EXPERIENCE:

Minimum of five (5) years of senior level experience in the management of large, unionized, and highly diversified public or private sector organizations, including three (3) years in compensation, benefits and rehabilitation administration.

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KNOWLEDGE OF:

Detailed knowledge of OMERS pension administration a definite asset.
Detailed knowledge of WSIB ,Ontario Human Rights and Pay Equity Act.
Familiarity with government benefits and insurance plans (e. g. CPP, EI, ODB annuities).
PeopleSoft applications including query and reporting functionality
Current and emerging management issues within CGS as they affect Compensation.
Applicable legislation and related regulations.
Best practices within areas of responsibility.
Horizontal linkages to other relevant governmental levels and services as well as the private sector.

ABILITIES TO:

Understand and meet the needs of customers.
Align systems to facilitate better service for the Employees and Management of CGS.
Balance conflicting demands from stakeholders.
Manage conflict; mediate disputes; assist in reaching consensus.
Respond quickly to emerging opportunities or risks.
Prepare operating budgets for the Section.
Prepare an effective Business Plan for the Section.
Demonstrate knowledge of microcomputer software capabilities and computerized administrative systems.
Demonstrate supervisory experience and effective leadership skills.
Create enthusiasm and motivation for employees within the Section to pursue CGS's targets.
Facilitate Disability Management processes for both occupational and non occupational disabilities.

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

LANGUAGE:

Excellent use of English; verbally and in writing.
French verbal skills highly desirable; written skills an asset.

OTHER:

Physical capability to operate a vehicle safely, possession of a valid driver's license, and an acceptable driving record, will be considered an asset.

MAIN FUNCTION: Responsible for the complete management and direction of compensation, benefit administration and rehabilitation services in support of quality customer service outcomes and the Business Plan for the Division. Oversee the co-ordination of pay changes and the functionality of the HCM system; manage all Group Insurance and Pension Benefits; oversee Workers' Compensation Claims, Early Intervention Programs and Disability Claims. Ensure the integrity of CGS's Compensation Systems.

DUTIES: UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT:

1. Responsible for the functional requirements of the HCM System relating to Human Resources/Payroll/Benefits; perform ongoing maintenance, security, research and implement enhancements; troubleshoot and respond to changing organizational needs within the established time lines.
2. Manage and implement pay changes due to collective bargaining, job evaluation, motions by Boards and/or CGS Council; prepare calculations and/or update pay scales accordingly.
3. Act as the Employer's spokesperson with the various Insurance Carriers and government agencies; manage and administer the implementation of changes due to Government Legislation, collective bargaining, motions of CGS Council.
4. Administer the various Employee Pension and Benefit Plans, meet all required deadlines to ensure coverage and prompt delivery of Benefits.
5. Act as CGS's Chief Advisor on compensation matters to the Compensation Committee.

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6. Oversee all aspects of pension and benefit administration.
7. Is the CGS principle contact with the OMERS Board; Manage and administer the application of OMERS Legislation, ensuring compliance.
8. Act as CGS's Chief Advisor on all non-occupational disability benefits, income protection plans, WSIB and workers' rehabilitation issues and as CGS's senior contact with the Workers' Safety and Insurance Board.
9. Oversee the immediate follow-up of potential lost time injuries to ensure worker returns to work, and ensure that those who are off on WSIB are checked periodically by Sectional staff.
10. Oversee the review of all WSIB Claims and determine appropriate action, indicating which should be appealed to the Workplace Safety and Insurance Appeals Tribunal (WSIAT). Attend hearings as Employer Representative as necessary.
11. Provide senior level management for CGS's Attendance Awareness Program.
12. Determine the feasibility and develop and implement Health and Safety/Workers' Rehabilitation Programs/initiatives which meet Legislative requirements and/or enhance CGS's workplace.
13. Ensure the overall functioning of CGS's Job Evaluation Systems and Job Analysis process including the recommendation of appropriate Job Evaluation Tools or enhancements. Oversee the maintenance of job descriptions and liaise with Co-ordinators of Human Resources as required. Manage third party dispute resolution processes.
14. Ensure compliance with the Pay Equity Act and maintenance of Pay Equity Plans. Recommend and maintain compensation data with comparator Employers for the purposes of establishing market rates of pay.
15. Hire, train, supervise and monitor the performance of staff.
16. Prepare current budget estimates; monitor expenditures to ensure they are within budget allocations; project and calculate cost of Benefits for Retirees and Lump Sum Sick Leave Payouts for Budget purposes.
17. Oversee the organization of CGS's Annual Quarter Century Recognition Event.
18. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
19. Perform other related duties as required.

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LEADERSHIP COMPETENCIES:

Tactical Implementation (II)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	3	Monitors and improves quality of customer service
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
Aligning People & Teams			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	3	Provides feedback to encourage ongoing development
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	3	Obtains resources and takes care of the team
Enhancing Personal Effectiveness			
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs

Qualified candidates should submit their résumé in confidence by **THURSDAY, APRIL 6TH, 2017 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-150**) on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.