



Compensation and Job Evaluation Specialist

Permanent Full-Time

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Posted: Thursday, April 18, 2024

Job Number: PN-24-13

Job Type: Permanent Full-time, Non-Union

Position Closing Date: Thursday, May 2, 2024 at 11:59pm

Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

Human Resources is a strategic partner, an employee advocate, and a change agent. Managing the employee experience is crucial for businesses – from onboarding employees, to finding the best fits for both culture and efficiency, to managing interpersonal relationships, and much more. The Human Resources Department delivers various services to its stakeholders including: Accessibility, Recruitment, Payroll, Workforce Planning, Diversity, Learning and Development, Job Evaluation and Descriptions, Performance Management, Labour Relations, Wellness, Health and Safety, Compensation and Benefits and HRIS Systems Management.

The Compensation and Job Evaluation Specialist plays a critical role in ensuring competitiveness in compensation relative to the labour market and ensuring internal equity in compensation and job classification within the organization. The Compensation and Job Evaluation Specialist position is responsible for developing best practice policies, programs and practices related to compensation, job design and job evaluation at the City of Barrie. In addition, this position plays an important role in gathering and reporting on HR related metrics at the City to assist the operational areas to address potential risks and highlight successes. Finally, this position maintains compliance with Pay Equity legislation. Overall, this position plays a vital role in ensuring the City is able to attract and retain qualified talent to ensure the provision of City services.

Our Culture and Qualifications of the Job

Corporate Culture: Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community.

Education (degree/diploma/certifications)

- Four (4) year University Degree in Business Administration or related discipline
- Completion of Certified Human Resources Professional (CHRP) Designation from the Human Resources Professional Association (HRPA) acquired

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's **Education Equivalency Policy** to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/government-news/jobs

- Position Equivalency Code: F

Experience

- Three (3) years of experience performing duties related to the above mentioned major responsibilities
- Demonstrated experience working in a unionized environment

Knowledge/Skill/Ability

- Working knowledge of the following legislation, regulations, or requirements: Pay Equity Act, Municipal Freedom of Information and Protection of Privacy Act, AODA, ESA
- Working knowledge of the following principles and standards: compensation design, job description development, job analysis, job evaluation, salary surveys, organizational design
- Thorough knowledge of the following principles and standards: compensation theory and analytics
- Demonstrated Ability to:
 - identify potential labour relations and compensation-related issues in draft job descriptions and proposed organizational charts
 - work with leaders at all levels of an organization
 - communicate and present information to a wide range of internal and external contacts using the appropriate format and structure
 - set priorities; meet deadlines; and manage work demands.
 - work collaboratively in a group setting to achieve a desired objective, goal, or outcome.
 - exercise discretion and judgment when handling confidential, sensitive, and controversial information.
 - perform in a manner which is consistent with corporate goals, vision, mission, and values.
 - develop, promote, and maintain relationships with internal and external stakeholders.
 - Strong attention to detail and ability to ensure consistency in and accuracy of job descriptions, organizational charts, relational databases, spreadsheets, and HRIS records
- Intermediate skills include: Attention to Detail; Collaboration; Organizational; Presentation; Problem Solving; Time Management; Verbal Communication; Written Communication
- Advanced skills include: Analytical; Customer Service
- Intermediate computer literacy using the following systems and software: Microsoft Word, PowerPoint, Teams, Outlook, PowerBI, Notes as well as SAP
- Advanced computer literacy using the following systems and software: Microsoft Excel

Conditions of Employment

- Full membership in HRPA
- Satisfactory Criminal Record Check*

*Please note that this is a requirement of the position for any new employees to the City of Barrie in accordance with the **Police Record Check Procedure**. Existing employees who have met this criteria will be exempt from this requirement.

Other Important Information

Location: City Hall, 70 Collier Street, Barrie, Ontario*

*Please note that the City has a **Hybrid Work Program Policy** in place that may allow for a hybrid work arrangement for employees who meet eligibility requirements.

Hours: The normal hours of work are Monday to Friday from 8:30 a.m. to 4:30 p.m., 35 hours per week, with overtime occasionally.

Wage: This is a permanent full-time non-union position with the following pay level and 2024 pay range:

- Pay Level: Level 11
- Yearly Salary: \$78,588.06 to \$105,325.33
- Hourly Pay Rate: \$43.18 to \$57.87

Benefits: This position includes a comprehensive non-union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

How to Apply: Click the '**Apply Now**' button at the top and/or bottom of the job posting to start the application process. Please note that emailed applications will not be considered.

The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the job description by emailing HR.Recruitment@barrie.ca.

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