

Job Description

Job Title:	Job Evaluation Specialist
Department:	Human Resources
Reports To:	Manager, Job Evaluation
Jobs Reporting:	None
Salary Grade:	USG 7-9
Effective Date:	September 2022

Primary Purpose

The Job Evaluation Specialist is responsible for maintaining the consistency, integrity, equity and competitiveness of the University's salary administration program through effective evaluation and grading of University Support Group (USG) positions; development and presentation of relevant information sessions, advising on job description development and support for salary surveys.

This position is responsible for HR system input, support, and maintenance as it pertains to organizational design changes and position management.

Key Accountabilities

Equitable and Consistent Evaluation of all New and Existing Staff Positions using a Point Factor (HAY) Method

- Maintain an effective, fair, and consistent process
- Review new/revised job descriptions
- Interview manager/supervisor and incumbent
- Research and analyze comparable positions and determine relevance
- Determine appropriate grade level and validate by completing a Hay evaluation
- Relay results to the manager with appropriate comparator positions
- Complete administrative documentation and maintain an auditable file
- Assist managers to build a robust career path which will provide staff with development and mobility
- Keep current of UW Policy and legislative requirements/changes particularly Pay Equity

Position Management Leadership

- Update HRIS data including the evaluation file and position information
- Continually review processes for quality and efficiency
- Facilitate meetings with key stakeholders to ensure all users' needs are met
- Develop, test, and implement improvements to position management and job evaluation processing
- Notifies other users of process changes and what the implications may be based on user type
- Develops and maintains work-related documentation and instructions
- Support and maintain organizational structure within the HRIS system, for appropriate business processes
- Maintains and updates job description library and job data in appropriate HR systems for new roles and changes to existing roles, ensuring consistency among functions

Improve the Department's and Community's Understanding of the Job Evaluation Process

- Ensure web information is accurate and up to date
- Deliver presentations on job evaluation and related topics

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- Meet with client areas one-on-one to advise on job content, writing effective job descriptions, career path documentation, equitable salary adjustments/stipends, and organizational structure setup within HRIS
- Provide research and administrative support as required
- Acts as a main contact for day-to-day job evaluation/compensation matters, including monitoring and answering queries to a functional email inbox

Salary Survey and Equity Support

- Assist with job and compensation benchmarking, data collection, and research to evaluate internal equity and support external competitiveness
- Complete salary surveys as required
- Liaison with universities in Ontario primarily, but may involve information requests from colleagues across Canada
- Participate in external University discussion groups on topics related to compensation and job evaluation
- Contribute to Employment Equity data management

Ongoing Continuous Improvement Initiatives

- Identify continuous improvement opportunities related to efficiency and best practice and bring suggestions forward to Manager, Job Evaluation and other stakeholders depending on process
- Accountable for identifying and implementing continuous improvement initiatives within established area of responsibility
- Responsible for reviewing service metrics and taking action to return to standard or to improve from the established standard

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- An undergraduate degree (Social Sciences, Psychology, Business or equivalent field of study)
- A minor/diploma or certificate in Human Resources, Certified Human Resources Leader (CHRL) designation from the Human Resources Professionals Association is preferred
- Certifications in compensation, general HR practice or related fields preferred, especially from associations such as SHRM, CEBS, World @ Work, or similar

Experience

- 3+ years of experience in a Human Resources role

Knowledge/Skills/Abilities

- Strong knowledge of University of Waterloo Policies and Procedures and Guidelines, particularly as they relate to salary administration programs
- Strong communication skills, tact, and ability to manage situations diplomatically when conflict arises
- Negotiation and influencing skills required
- Intermediate skills in Microsoft Office suite
- Relational database (HRIS), Workday preferred, Report development, WCMS, WinSCP, or similar web tool
- Strong data mining and quantitative analysis skills

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- Excellent verbal, written communication skills, presentation, and facilitation skills as well as interpersonal and consultative skills
- Ability to backtrack quickly if work is interrupted to minimize lost time

Nature and Scope

- **Contacts:** Internally communicates with all levels of the campus community including senior leaders, staff, and faculty. This position will have some contact externally with professional, community, other Universities and government organizations, and consultants on matters relating to job evaluation or pay equity.
- **Level of Responsibility:** Must be able to influence managers/supervisors at all levels regarding appropriateness of a university support group level, job description content, organizational design, and advise on salary increase and/or stipend amounts resulting from a job evaluation. The need for detailed and precise work is high.
- **Decision-Making Authority:** Decisions made may have a direct impact on an individual's compensation. Errors have the potential to create inequities and negatively impact employee relations on campus. Works independently with various clients, staff, management, faculty and students and messages need to be tailored to the unique audience. Must be able to determine optimal course of action including when to escalate to or include the Manager, Job Evaluation and/or the Director, Client Services as needed for highly contentious situations.
- **Physical and Sensory Demands:** Strong attention to detail required. Sensory demands typical of a position operating within a busy customer focused office environment with constant interruptions. There is an extensive amount of analysis that requires long periods of concentration. Interruptions, distractions, and changing priorities must be managed accordingly.
- **Working Environment:** Primarily office based, but sometimes required in laboratory, workshop, warehouse, or other settings within the University which may involve undesirable conditions. At times there is unavoidable exposure to disagreeable or uncomfortable environmental conditions that may include exposure to emotionally disturbing experiences and/or interactions with members of the UWaterloo community who are upset, angry, or potentially aggressive. May be required to adjust working hours to accommodate schedules.