

Job Description

Job Title:	Job Evaluation Specialist
Department:	Human Resources
Reports To:	Director, HR Client Services
Jobs Reporting:	None
Salary Grade:	USG 7-9
Effective Date:	July 2016

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; working with Human Resources Advisors assist with implementing organizational change; development and presentation of relevant information sessions, assistance with job description development and support for salary surveys.

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 (5 in particular) and legislative requirements/changes particularly Pay Equity

Maintain Position Management

- Update HRIS data including the evaluation file and position information
- Periodically review processes for quality and efficiency
- Contribute to Employment Equity data management

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
- Provide research and administrative support as required

Salary Survey Support

- Assist with job matching
- Complete salary surveys as required
- Liaison with universities in Ontario primarily, but may involve information requests from colleagues across Canada

Required Qualifications

Education

- An undergraduate degree (Social Sciences, Psychology, Business or equivalent)
- A minor/diploma or certificate in Human Resources, HRPA-CHRP designation

Experience

- Approximately 2-4 years of experience in a Human Resources role
- Must have 2 years or more job evaluation experience to be considered for higher level grades

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 and ability to manage situations where conflict may arise
- Intermediate skills in Microsoft Office suite
- Relational database (HRIS), PeopleSoft preferred, Report development, Contribute or similar web tool

Nature and Scope

- **Contacts:** Excellent oral, written and interpersonal, negotiation and presentation skills.
- **Level of Responsibility:** Must be able to influence managers/supervisors at all levels regarding appropriateness of a grade level.
- **Decision-Making Authority:** Works very independently with all levels of management.
- **Physical and Sensory Demands:** Strong attention to detail.
- **Working Environment:** Generally in an office environment, occasionally in a research or workshop environment with some requirement to travel to remote campus locations.