

## Job Description

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<b>Job Title:</b>	Compensation and Benefit Analyst
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Director, Total Compensation
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7-9
<b>Effective Date:</b>	July 2013

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### **Primary Purpose**

Responsible for maintaining accurate position management, salary administration and job evaluation processes and for providing data analysis and reporting in the areas of compensation and benefits to support current and future needs.

### **Key Accountabilities**

#### **Maintains the Compensation and Salary Administration Programs for the University of Waterloo**

- Develops salary budget communications based on compensation philosophy and guidelines
- Works with Assistant Director, Compensation to establish Salary Matrix tables, prepares salary recommendations and manager guidelines
- Co-ordinates the salary administration process liaising HR Advisors, Line Managers and Payroll to ensure clear procedural understanding and guidance when necessary
- Ensures supporting data for annual increase process is accurate and complete including performance review and data
- Prepares analysis of post annual salary cycle for review by senior Management

#### **Prepares and Analyses Salary Surveys to Ensure Competitive Position is Maintained**

- Responsible for completing various salary surveys as determined by the Assistant Director, Total Compensation
- Review benchmark positions to ensure appropriate numbers and quality of matches are in place for survey purposes
- Represent the University on survey committees and as appropriate
- Respond to information requests from sister institution to match position and provide salary range information

#### **Completes Reports and Analysis for Compensation and Benefit Data to Assist Senior Managers in Decision Making and to Comply with Legal Requirements**

- Prepare monthly, quarterly and annual reports as required
- Produce the \$100K Listing in line with Ontario legislative requirements
- Conduct benefit analysis on claims experience to determine trends, model costing of future enhancements and support the annual benefit review processes through accurate and complete information
- Develop new reports as requested and as independently determined where a need is seen

#### **Accurately Maintain Position Management within PeopleSoft**

- Responsible for working with HR Advisors, Line Management when necessary, to ensure positions are correctly reflected as per the University standards
- Responsible for ensuring data integrity of the Position Management segments of the HRIS and the bolt-on increase processes

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- Working with the HRMS and IST evaluate system performance and actively participate in system testing
- Develop and run reports to test quality assurance of data

### **Provides Customer Support to Other Areas of Human Resources for Area of Responsibility**

- Provides tier 2 resolution of employee issues within established timelines
- Maintains training material in areas of responsibility and liaises with HR Advisors as required
- Participate in the implementation and roll-out of new initiatives

## Required Qualifications

### **Education**

- Undergraduate degree or equivalent required
- HR post-graduate (CHRIP) designation and/or Certified Compensation Professional (CCP) designation, or working towards a designation is preferred

### **Experience**

- 3-5 years of progressive experience in a HR role, with exposure to compensation and benefits

### **Knowledge/Skills/Abilities**

- Proven track record of achievement and success providing quality reports and analysis, and excellent data management and quality control
- Advanced skills in Microsoft Officer suite
- PeopleSoft HRIS, Cognos reporting tool

## Nature and Scope

- **Contacts:** Internally, communicates with all employees in all groups and departments and at all levels to resolve problems and ensure data is received as needed. Externally, this position will have contacts with colleagues at other universities and local employers and will handle confidential information.
- **Level of Responsibility:** The position is responsible and accountable for the accuracy and integrity of the Position Management, the annual salary increase processes and all date reports under their control.
- **Decision-Making Authority:** Responsible and accountable ensuring accuracy and efficiency of processes under their jurisdiction.
- **Physical and Sensory Demands:** High level of attention to details and assessment of accuracy of reporting data
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office environment with some deadlines and competing demands.