

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

POSITION DESCRIPTION

POSITION: Compensation Analyst

DEPARTMENT: Human Resources – Total Compensation

REPORTS TO: Total Compensation Advisor

DATE: January 2019

POSITION SUMMARY

Supports the Advisor in development and delivery of compensation programs and services, with emphasis on carrying out a wide range of compensation-related data analysis. Performs job evaluation, conducts and participates in external salary surveys, assists with annual salary review/adjustment process, and assists with implementation of updated salary structures. Develops, implements and maintains electronic and other records management for Compensation department, and also carries out transactions to update employee status information in human resources information system (HRIS). Carries out a variety of other tasks to support the department.

KEY ACCOUNTABILITIES

- Carries out job evaluation for support staff positions, involving collection and analysis of job content information, advising managers on job design, writing job descriptions, applying job evaluation methodology, and documenting findings and recommendations.
- Completes external salary surveys by matching internal jobs to survey benchmarks and providing corresponding compensation information. Also designs and conducts ad-hoc salary surveys to gather comparator data for internal jobs.
- Carries out a wide range of compensation-related data analysis, including cost analysis. Documents findings and makes recommendations upon which compensation decisions will be based.
- Assists in implementing bargained compensation-related revisions to collective agreements. Also assists with annual performance-based salary review and adjustment process and related implementation activities.
- Develops, implements and maintains electronic and other records management for Compensation department, including documentation related to organizational charts, job descriptions and job evaluation. Carries out transactions to update employee information pertaining to compensation in HRIS.
- Provides information and responds to queries regarding compensation policies, processes, and the application of compensation language in the collective agreement.
- Carries out designated tasks to support the department, such as developing training materials and conducting education sessions for management and staff on compensation and benefits; coordinating, planning and implementing employee service and employee

excellence events; collaborating with the benefits team on development and deployment of total rewards statements.

- Researches best practices in compensation. Provides input to development and streamlining of compensation policy and processes. Engages in a variety of compensation initiatives, carrying out project elements as assigned.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree in Human Resources; enrolment in compensation-related coursework leading to a professional designation (e.g., CCP) would be an asset.
- Minimum three years' experience in human resources, including involvement in the compensation function.
- An equivalent combination of education and experience may be considered.
- Knowledge of the concepts, theories, principles and practices of compensation, with emphasis on job evaluation, salary surveys, and salary structures.
- Solid research and analysis skills with demonstrated ability to carry out cost analysis.
- Strong communication skills with ability to advise on matters such as job design, compensation policies and processes, and provide education sessions on compensation-related topics.
- Solid writing skills with ability to develop clear, concise and accurate job descriptions.
- Familiarity with collective agreements, with aptitude to understand and explain language pertaining to compensation.
- Strong organizational and time management skills with demonstrated ability to plan and execute assignments independently.
- Proficiency with standard office systems and applications, with emphasis on ability to design and work with spreadsheets; familiarity with HRIS.

APPROVAL:

Associate Director, Total Compensation

Date