Athabasca University

Professional Job Position Description

Section I: Position information

Effective date 2024-11-24	☐ Update only	☒ Classification review

Position title	Compensation and Classification Specialist
Position number	999027
Classification level	Excluded C
Position affiliation	☐ AUFA ☒ Excluded
Location	Virtual
Department	Human Resources
Reports to	Chief Human Resources Officer

Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the Chief Human Resources Officer, the Compensation and Classification Specialist (CCS) provides leadership and functional expertise in the administration of the University's union, non-union, and management classification and compensation programs.

The CCS will be responsible for supporting all compensation and classification-related activities to ensure the University is able to successfully attract and retain qualified talent. This involves analyzing market data from credible survey sources to inform compensation recommendations, the ongoing review and maintenance of the University's job evaluation system, as well as supporting the organization's salary administration process.

The CCS is responsible for developing and implementing new and revised compensation programs, policies and procedures, frameworks, tools and training in support of the University's commitment to academic excellence and focus, integrating equity, diversity, and inclusion principles, while ensuring alignment and adherence to legislation and collective agreements.

This position leads job evaluations for unionized and non-unionized positions, conducts market analyses and benchmarking, salary administration, participate in salary surveys, compile and analyze data, lead reporting and planning and all other related compensation activities.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Functional Leadership (80%)

In collaboration with the CHRO, develop, implement and oversee the University's compensation and classification framework and related programs including policies and procedures, training and tools and plans and designs.

Job Analysis & Evaluation

The CCS will evaluate new positions and changes to existing positions to determine the appropriate classification level within the University's job architecture.

- Responsible for the governance and ongoing maintenance of the University's job evaluation system and records pertaining to it are appropriately maintained.
- Ensure that job descriptions are updated, maintained and accessible for the University.
- Leads the job evaluation process, including reviewing job descriptions, conducting job audits, evaluating new and revised positions, and assigning appropriate classifications and salary ranges.
- Provides expertise and advice on departmental and organizational restructuring.
- Supports HR Client Partners and leaders to develop and maintain job descriptions that accurately reflect the responsibilities and requirements of each role; ensures consistency in job titling and levels of work.

Compensation Analysis & Benchmarking

- Supports the development and maintenance of the University's compensation policies, procedures, and guidelines, ensuring compliance with relevant legislation.
- Completes salary survey submissions and analyzes market data to ensure the University's salaries are competitive with the market and in alignment with its compensation policy.
- Supports collective bargaining through research, analysis, recommendations and advice.
- Conducts market research to gather information on compensation trends and best practices.
- Provides recommendations for compensation program and structure adjustments; Creates detailed reports summarizing analysis findings.
- Communicates findings and recommendations to relevant stakeholders.

Salary Administration

- In consultation with management, develops and maintains salary administration guidelines and processes.
- Provides advice and recommendations that are aligned with internal policies, collective agreements while ensuring compliance with relevant labor laws and external regulations.
- Administers non-union and union merit increases, and salary adjustments; works within the bounds of the applicable terms and conditions of employment and collective agreements
- Leads the salary recommendation committee in new hire salary determinations based on qualifications, experience, external market data, and internal equity.
- Makes recommendations that are aligned with internal policies and external regulations.

<u>Consultation and Advisory</u>

- Provides expertise and guidance to HR and stakeholders on classification and compensation matters, including salary administration and job design.

- Providing expert advice and interpretation on the application of universities classification and compensation policies (legislation, regulations, and directives).

- Provides advice on classification and compensation matters to internal HR teams in support of departmental optimization and restructures.

- Contributing to building job evaluation and compensation capacity by leading training initiatives for leaders and HR teams.

- Assists in the development of compensation training materials to educate leaders across the organization on the University's compensation philosophy and framework.

- Develop training and other applicable and documents to help employees and managers navigate new or updated compensation policies effectively.

Other Projects (20%)

The CCS will partner with stakeholders on projects related to job leveling, market pricing and guidelines around internal and external offers for hires and internal talent movement.

The CCS will participate as subject matter expert in HR and cross-functional projects, sub-projects, and initiatives.

Occupational health and safety

Employees:
Responsible to participate in the AU OHS program as required.

Supervisors:
Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: https://ohs-pubstore.labour.alberta.ca/li008

Classification factors

Communication

Excellent written and verbal communications skills are required. The incumbent must be able to communicate effectively and clearly with the HR Team, as well as with AU managers and employees

using objective listening skills as related to sensitive and confidential information and to clearly explain complexes processes and procedures and solve problems. The incumbent must be able to handle confidential matters and information with discretion.

Supervision

The incumbent manages all supervisory activities on a continuing basis including recruitment, performance evaluation, development and training and coaching. The CCS has responsibility for supporting a culture which embraces LNO foundational values through developing positive, high trust working relationships and operating effectively as part of a team including problem solving and conflict resolutions.

The CCS promotes an environment in all interactions that facilitates continual improvement and employee development to maximize employee potential and optimize processes to support the University in meeting its strategic goals and mandate.

Impact of service or product

Responsible for providing salary recommendations, job evaluation results and advice to clients on compensation and job evaluation policies/ procedures and relevant collective agreements. Poor advice provided to managers or employees can lead to tension with management, loss of potential hires, employees leaving the organization due to non-competitive pay, requests for pay equity reviews and job evaluation appeals. Poor advice may also result in grievances with the unions related to pay or other in-service pay increases.

Independence of action

Expected to manage independently and with limited direct supervision in all areas of responsibility, consulting with the Chief Human Resources Officer and other leadership as appropriate. Must be able to adapt to a changing work environment, managing their time effectively to contend with multiple fixed time constraints while maintaining productivity expectations.

The Compensation and Classification Specialist is required to address matters requiring input, clarification, or resolution, and will be expected to use proper judgment and effective diplomacy in all interaction.

Complexity

Requires an understanding of compensation and classification methodologies and principles.

Must be able to recognize and extract relevant data and present ideas through strong written and verbal communication skills.

Strong organizational and time management skills will be required in order to handle the variety of priorities and projects simultaneously.

Advanced knowledge of Microsoft Excel will assist in performing statistical analysis and prepare charts/graphs to present the information. A high level of attention to detail to be able to work both as part of a team as well as autonomously. The ability to be resourceful, think outside the box, develop networks and be strategic will ensure success in this role.

Must be able to comprehend and interpret and analyze AU's compensation and job evaluation policies, procedures, and collective agreements and apply them to various situations. Day to day operational requirements and complexities will vary significantly.

The incumbent must possess excellent problem-solving skills, be solution focused, persuasive and be a compassionate listener.

Planning

Requires excellent organizational and time management skills, as the Compensation and Classification Specialist will experience frequently shifting priorities and deadlines.

The incumbent will participate in the formulation and implementation of Human Resources operational and strategic goals.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

The successful candidate will have a four-year undergraduate degree in Human Resources. An equivalent combination of education and experience may be considered.

Minimum 5 years of experience in compensation and job evaluation within a complex organization with multiple client groups. Experience in a unionized environment is strongly desired.

Working knowledge and experience with interpreting and applying collective agreements, conducting market pay analysis, updating compensation and job evaluation policies/procedures and experience sharing compensation and job evaluation trends with leadership are considered an asset.

Knowledge of human resource management principles, including organizational design, job design and job evaluation.

Knowledge of policy development cycle and program development.

Knowledge of risks and opportunities associated with change management

Strong communication, organizational and analytical abilities with demonstrated written and verbal skills are required. Strong knowledge of HRIS and information technology as well as a strong functionality of Microsoft Office Suite and database computer programs is preferred.

Knowledge:

Expert knowledge of the concepts and principles underlying position classification and compensation systems.

Theories and principles of internal and external market analysis.

Trends and best practices in employment, recruitment, and classification and compensation.

Skills and Abilities:

Demonstrated ability to conduct complex data analysis.

Communicate effectively both orally and in writing

Develop and implement policies and procedures.

Promote effective HR practices that support institutional excellence.

Work independently and meet objectives and timelines.

Develop and maintain positive working relationships across multiple functions and job levels within a diverse academic environment.

Project management skills and experience.

Strong analytical skills to review statistical results to make practical and meaningful recommendations.

Use a variety of computer software to enter, modify, format and retrieve data.

Signatures for sections I and II

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.