

York University

Job Summary — Confidential, Professional & Managerial Employees (CPM)

Job Title: Senior Job Evaluation Consultant	Job Code: 950743
Reports To: Manager, Job Evaluation & Compensation Services	Salary Grade: E
	Faculty / Dept.: Compensation, Human Resources

Job Overview

A member of the Compensation team in the central Human Resources Department.

Act as a consultant and advisor to local HR representatives and CPM management on job design, job documentation, job evaluation and compensation issues for YUSA1 jobs. May be assigned as back-up for YUSA2 jobs and process.

Provide a high level of customer service to client group through prompt and effective guidance and assistance on a range of YUSA1 job related and compensation issues.

Participate on joint bargaining unit job evaluation committees to evaluate jobs ensuring consistent application and usage of factor levels for each job evaluation plan.

Participate in 3rd party and custom salary surveys, conduct analysis of market data and internal salary information.

Key Responsibilities

- Facilitate the ongoing management and integrity of the organization's YUSA1 job evaluation and compensation program by providing consultation, advice and assistance to client group on appropriate job design, utilizing appropriate job information collection and analysis techniques to ensure job documentation is complete and appropriate for job evaluation, based on applicable job evaluation plan. Identify and clarify relationships to other jobs in client group and across the organization as necessary to ensure accurate job documentation and effective job evaluation. Determine extent of changes to existing jobs, impact on and relationship to other jobs, whether changes would impact on job evaluation etc.
- Evaluate jobs jointly as part of a bargaining unit joint job evaluation committee. Consistently apply established job evaluation plan(s) usage patterns and factor level interpretation to each job and effectively persuade other team members to do the same. Prepare written rationales to support the factor level selections and explain results to client group.
- Facilitate the resolution of issues and complaints/appeals with respect to job content and job evaluation results using a consultative diagnostic approach to identify and document relevant issues and recommend appropriate solutions that are consistent with/comply with HR policy and program objectives and/or Collective Agreement(s).
- Provide consultation, advice and assistance to local HR representatives and managers on the interpretation and application of the Collective Agreement(s) with

respect to individual and general job evaluation, specifically Articles 13 and 14 and where applicable salary treatment. Review and authorize salary changes for client group for payroll processing.

- Responsible for job code and position management for client group ensuring jobs and positions are created appropriately in PeopleSoft with correct attributes. Ensure job documentation is bias free, saved appropriately in the shared drives and easily accessible. Responsible for uploading current job descriptions to PeopleSoft and reviewing and approving job requisitions in YUHire on a timely basis.
- May participate in 3rd party surveys to maintain a current library of market benchmark data, ensure appropriate job matches, analyze data and report results. May develop custom salary surveys as required including benchmark job descriptions, data collection tool, participant list, data compilation, analyses and presentation.
- May participate as a working partner on special projects and/or provide input into the development of new programs. Such special projects or new programs may include but are not limited to new/revised job evaluation systems and job analysis/data collection tools.

Required Qualifications

Education, Training & Credentials

- General undergraduate degree and CCP or CHRP designation
Note: Position requires verification of degree(s)/credential(s)

Experience

- 5 years progressive HR experience with a minimum 3 years related directly to job design, analysis, evaluation, and compensation in an organization with a diverse workforce and significant union presence.
- Experience must include job design and documentation of unionized jobs and evaluating jobs applying a point factor job evaluation plan. Administration of salary compensation programs

Knowledge

- Knowledge of compensation theory and principles relating to job design, job analysis job documentation, job evaluation and compensation to provide effective advice to client group, to understand and apply job evaluation plans effectively, to participate in new program design and implementation.
- General knowledge of HR, employee/labour relations and management theories and practices to facilitate the provision of effective consultation and advisory services to client group
- Use and application of statistical methodologies to understand and analyze external market salary data. General knowledge and understanding of trends and developments in compensation practice, which may impact on the organization's existing programs, and their future development.

- Knowledge of employment and compensation related legislation and internal Collective Agreement(s) to ensure compliance and provide appropriate advice and guidance to client group.

Skills

- Excellent interpersonal and analytical skills to probe for and elicit appropriate information from clients on their needs related to job content and requirements; to review job relationships and apply job evaluation plans.
- Well-developed communication, influencing and persuasion skills to provide advice and guidance to CPM management and HR colleagues on a wide range of job evaluation and compensation related issues and to successfully work in partnership with union representatives as part of a management team on joint job evaluation.
- Excellent writing skills to provide assistance/prepare effective job documentation, prepare supporting job evaluation rationales, prepare job evaluation analyses and recommendations to clients.
- Developed presentation skills to effectively deliver information to large and small audiences on new initiatives, changes to current programs and practices and to mentor/coach and/or train HR community on YUSA job evaluation processes, plans and their application and usage.
- Excellent planning and organizational skills to effectively prioritize work and deliver to client group on a timely basis in a high volume, fast paced and demanding environment.
- Ability to work effectively as a member of a team to discuss issues, solicit and provide advice, share information and provide team focused recommendations and solutions in response to job related.
- Adaptability to change, new ideas and practices.
- Microsoft Office: Advanced Excel, Intermediate Word, PowerPoint and Access skills
- Familiarity with PeopleSoft HRMS.

Summary of Work Environment

- Works within a typical office environment (actual and virtual).
- Sensory demands include a higher than usual level of listening and concentration when working with clients on job design, job documentation and job evaluation issues, reviewing and rating jobs in a committee setting, conducting salary analyses and review
- High volume environment with multiple competing priorities and deadlines