

JOIN OUR TEAM!



THE ROLE

Compensation Specialist

This is a temporary full-time (until approximately August 1, 2025) role at the County, with an annual compensation range of \$63,445 - \$77,186.

THE OPPORTUNITY

The Compensation Specialist oversees corporate compensation programs, managing variable pay, retirement plans, health benefits, and other allowances.

Additionally, you will offer confidential administrative support to the Coordinator Payroll Services and Coordinator, HRMS/Benefits Coordinators, guiding staff on corporate and legislative compensation compliance.

THE PERKS

- Hybrid Work options
- Flexible Working Hours
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Professional Development
- Banked Time Off
- Defined Benefit Pension



- Community College Diploma/ Equivalent



- Prior current related experience.



- Cognitive Flexibility
- Self- Direction
- Interpersonal Communication

THE COUNTY

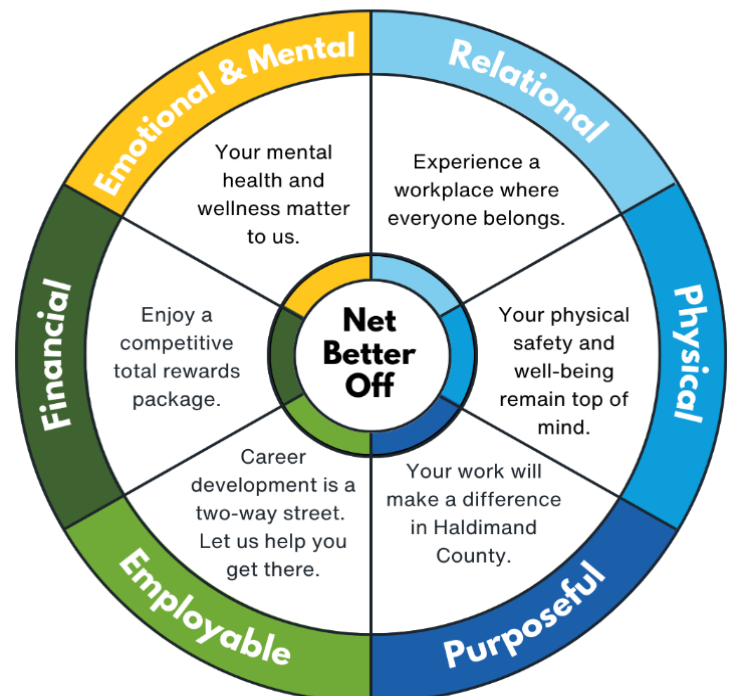
Haldimand County is a single-tier municipality with a dedicated team of professionals committed to delivering exceptional services to our citizens. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive environment.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **May 7, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Compensation Specialist, Human Resources

<p>POSTING #: NU-2024-07</p> <p>POSTING PERIOD: April 23 – May 7, 2024</p>	<p>Employer Group: Non- Union</p> <p>Reporting To: Manger, Human Resources</p>
<p>Grade: 7</p> <p>Wage Range Annually: \$63,445 - \$77,186</p>	<p>Position Status: Temporary Full- Time (until approximately August 1, 2025)</p> <p>Hours Worked Per Week: 35</p> <p>Location: Haldimand County Administration Building</p>

CORE COMPETENCIES:

Cognitive Flexibility | Self- Direction | Interpersonal Communication

POSITION SUMMARY:

This role is responsible for carrying out, administering and providing guidance on different aspects of the Corporate compensation programs. This role is responsible for assisting in the administration of corporate compensation programs, including but not limited to variable pay, retirement plans, health benefits, EAP, special allowances, and other compensation. Additionally, this role provides confidential administrative, organizational and technical support to the Coordinator, Payroll Services and Coordinator, HRMS / Benefits, as well as provides guidance to other division staff to administer all other corporate and legislative compensation requirements.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Community College Diploma relative to the area of responsibility, completed within more than two academic years.

Experience

- Prior current related work experience, preferability within a Municipal Government setting.

Knowledge/Skills

- Knowledge of administrative practices related to payroll and benefits administration.
- Understanding of basic accounting and budget principles.
- Demonstrated analytical and problem solving skills involving mathematical calculations.
- Knowledge of office practices related to the preparation of correspondence and reports as well as electronic informational databases and records management.
- Basic understanding of municipal government, its operations and services.
- Valid Ontario Driver's License and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification, and/or exchange routine information.
- Demonstrated initiative, and ability to make decisions involving multiple routine tasks, affecting department level.
- Demonstrated ability to work independently with complex tasks requiring some supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular work with confidential information.
- Proven ability to handle/process cash, valuables and/or issue receipts.

- Demonstrated analytical and problem-solving skills involving occasional ingenuity, and minor refinement of procedures when necessary.
- Demonstrated capability to provide orientation or technical guidance, as needed.
- Organizational skills with specialized attention to detail to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building and team spirit.
- Technology Aptitude
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Assist in the improvement of operational methods and streamline processes to enhance the corporate compensation process.

People

- Respond to employee and external inquires related to payroll, benefits, and pensions as well as other Human Resources administrative practices, as necessary.

Timeline

- Collaborate with the Finance team to prepare working papers annually and journal entries as required Assist in the preparation of monthly invoices.
- Balance benefit and payroll accounts and ledgers on a monthly basis and prepare the documentation to process the necessary adjustments through the payroll process.
- Prepare and distribute reports following the bi-weekly payroll process or on a monthly/quarterly basis.
- Assist in the preparation of reporting of Union Dues and Employer Health Tax monthly.
- Monitor and update employee wage increments, vacation percentage, percentage in lieu of benefits accruals bi-weekly.
- Prepares MOLTC remittance report for PSW wage enhancement quarterly
- Prepare grant details and send to division bi-weekly.
- Review Staff Schedule Care vacation and sick banks to balance to Star Garden monthly
Act as backup to the Coordinator, Payroll Services, posting payroll bi-weekly and processing employee ROEs as required.

Functional

- Pensions & Benefits
 - Maintain the Ontario Municipal Employees Retirement System (OMERS) E-Access data base by enrolling and terminating employee membership as well as managing broken service and disability elimination.
 - Maintain tracking list of OMERS Enrolment for NFT employees and enter/make changes based on election / Follow up with employees who have not returned forms
 - Prepare OMERS Annual Costing, Detailed Earnings and Past Service Forms for NFT employees
 - Prepare termination or retirement checklist and process items relating to benefits and pension, vacation/stats, exit questionnaire.
 - Maintain the on-line benefit carrier administration data base by processing new enrolments, terminations, salary adjustments and overage dependents.
 - Prepare and distribute the benefit conversion packages for those eligible employees that have resigned or are no longer eligible.
 - Administer and report on vacation entitlement, balances and carryover annually
 - Support the administration of statutory or group level leaves of absence (such as pregnancy/parental, caregiver, personal leaves, etc.)

- Prepare Benefit Continuation Letters Payroll
 - Assist in the preparation of retro or lump sum benefit payment amounts owing to employees through the payroll process.
 - Administer and pay out overtime and stat banks annually
 - Audit annual timesheets, payroll and benefits data for accuracy and implement any process changes.
 - Calculate manual adjustments and/or audit electronic pay calculations as well as benefit entitlements such as service, pay increments, percentage in lieu, flex time, sick leave, pro-rated vacation and vacation pay percentages.
- Administrative & Support
 - Input and maintain accurate and confidential employee information to corporate software.
 - Prepare journal entries and assist in balancing year-end working papers.
 - Ensure managers are notified when the probationary review process needs to be launched for a new employee.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

WORKING CONDITION(S):

- Regular Business Hours: 8:30am- 4:30pm, Monday to Friday

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [c](#)

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.