QUEEN'S UNIVERSITY GENERAL STAFF AND RESEARCH

POSITION SUMMARY

DEPARTMENT: Human Resources

POSITION TITLE: Job Evaluation Analyst POSITION NUMBER: 00132017

GRADE: 8

Job Summary

As a member of Total Compensation team, the incumbent is responsible for the effective coordination of the University's job evaluation systems for bargaining and non-bargaining unit positions. This includes evaluation, communication, education, administration and related operational processes to ensure the integrity and effective delivery of JE systems and programs. Reporting to the Manager, Total Compensation, the incumbent provides research, operational and analytical support on a wide range of compensation programs and projects. Working under general direction, the incumbent is expected to take initiative, display sound judgment and effective decision making.

Key Responsibilities

- Administer job evaluation systems consistently and equitably for all staff employee groups. Provides guidance and consultation to department managers on writing job descriptions; determines priority and the most effective means of communication (phone/email/face-to-face) based on client needs and complexity of request;
- Review job descriptions and supporting documentation to evaluate and confirm job classification, communicate decisions and provide rationale and education as necessary. Advise and suggest appropriate modifications regarding job descriptions and/or job structure and related processes.
- Assist HR Managers and department representatives with organizational design issues determining potential impacts on positions and compensation.
- As a knowledge resource, collaborates regularly with other areas of Human Resources as operational items are raised (such as Client Services, Organizational Development & Learning, Employee & Labour Relations)
- Identify instances when position changes and classification decisions impact bargaining unit status and precedent impact, collaborate with team members for appropriate resolution
- May act as chair or member of University job evaluation committees.
- Participate in the planning and implementation of team initiatives and related projects as delegated
- Ensure appropriate position management practice (HRMS) and that process documentation is precise

- May complete market salary surveys; works with external peer network at other universities on job evaluation and compensation related requests
- Interpret policies with respect to job evaluation and salary administration; provide back up support on research and salary recommendations
- Assume project participation and leadership as designated by the Manager and/or Director, Total Compensation. Projects may involve one unit, multi-unit or university-wide
- Perform other duties in support of the Total Compensation Unit, Human Resources department or the University as requested by HR Management. This may include research, analysis, report preparation and recommendations as appropriate

Required Background

- University degree with several years of related work experience in the administration of job evaluation in both unionized and non-unionized environments
- Knowledge of compensation and salary administration practices
- Thorough knowledge of applicable legislation (Employment Standards Act, Pay Equity etc.)
- Aptitude for statistics.
- Knowledge of the University's structure, specifically as they relate to Human Resources practices.
- HR Certification, such as CCP, CMS or working towards
- Consideration will be given to an equivalent combination of education and direct experience

Special Skills

- Excellent interpersonal and communication skills to work with a diverse client base (e.g. management, faculty, employees, union representatives). Due to the nature of job responsibilities, this position requires a high degree of sensitivity and confidentiality.
- Effective conflict resolution
- Demonstrated analytical, research and writing skills are required to support job evaluation and compensation initiatives
- Organizational and planning skills to coordinate the job evaluation process, deal effectively with competing demands that are time sensitive
- Ability to work collaboratively, and build and maintain effective partnerships with team members as well as client stakeholders
- Sound knowledge of statistical, spreadsheet, database, internet and word processing software programs.
- Interpretive and problem solving skills.
- Knowledge of university information systems would be an asset

Decision Making

- Determines appropriate evaluation assignment for positions reviewed which has an impact on compensation level
- Ensures appropriate job matches when providing job evaluation information to other universities or external groups.
- Anticipates the impact evaluation decisions will have on other positions or groups at the university. Ensure appropriate individuals are informed of key decisions.
- Determine how to advise and what recommendations to make to clients regarding sensitive job evaluation, organizational design and other compensation related matters.

- Provides advice on related policy, process and practice, interprets legislation. Make recommendations in varying and complex situations. Interpretations can create a precedent and have long-term consequences for the University.
- Participate in the setting of compensation team goals, objectives and process improvement
- Decide most appropriate time to escalate to Manager or senior colleagues, involve others in complex issues and presents recommendations for alternate courses of action
- Makes recommendations on hiring salaries and other salary adjustments within policy guidelines.
- Find solutions to unanticipated problems, decide whether complexity of the problem warrants the involvement of more senior staff.

MANAGEMENT RESPONSIBILITIES

Do you have any management responsibilities? No

SIGNATURES:

_____

Incumbent

_____

Supervisor

_____

Date