



**Human Resources Administrator
COMPENSATION & BENEFITS
Human Resource Services**

Title

Human Resources Administrator (HRA) - Compensation & Benefits

Scope of Responsibilities

The Human Resources Administrator, Compensation & Benefits is responsible for the administration and auditing of salary adjustments, step increments, administrative allowances, vacation and sick leave quotas, group benefits and pension administration to ensure that enrolment, adjustments and termination processes for pension and group benefit coverage, pension and benefits deductions, allocations and adjustments are carried out in a timely and efficient manner. The HRA will handle employee inquiries and requests relating to compensation, pension and benefits. Working in a client service based environment, the HRA will ensure employees receive appropriate orientation and sufficient documentation to support decisions relating to their compensation, pension and benefit planning. The HRA works as part of the compensation, pension and benefits team and reports directly to the Manager, Compensation & Benefits.

Competencies Required

The HRA, Compensation & Benefits shall have the following competencies:

- (a) The ability to apply knowledge and understanding of compensation, pension and benefits administration in a unionized environment;
- (b) A demonstrated knowledge of payroll systems and procedures;
- (c) The ability to manage and prioritize multiple tasks in a demanding, fast paced environment;
- (d) The ability to apply knowledge and proficiency in the use of advanced computerized systems including Microsoft Office Suite, SAP and the Internet;
- (e) The ability to apply attention to detail to ensure a high level of data integrity;
- (f) The ability to assist in the implementation of Human Resources policies and procedures;
- (g) A demonstrated commitment to client service;
- (h) The ability to effectively work in a team environment and support the management team on matters relating to the administration of human resources functions;
- (i) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with schools, staff, students, parents, community members and external groups such as government agencies;
- (j) The ability to maintain, in the strictest confidence, information received concerning confidential matters such as labour relations between the Centre and its unions, grievances, contract interpretation, contract negotiations, arbitrations, legal issues, information obtained through the recruitment process, performance management and attendance management issues;
- (k) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (l) The desire and ability to engage in continuing education and professional development.

Qualifications

- (a) University degree or diploma in business administration or human resources, or acceptable combination of training and experience;
- (b) Minimum three (3) years experience in a human resources/payroll environment with a focus on compensation & benefits;
- (c) Canadian Payroll Association (CPA) designation or Canadian Employee Benefit Specialist (CEBS) designation an asset;
- (d) Experience working with SAP an asset.

Specific Job Components

The HRA, Compensation & Benefits shall perform those tasks assigned by the Manager, Compensation & Benefits. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- a) Maintain current knowledge of collective agreements and non-union terms of employment as it relates to compensation, pension and benefits administration, for all employee groups;
- b) Handle employee inquiries and requests relating to compensation, pension and benefits including processing service awards as well as pension and group benefits inquiries related to leaves, resignation, retirement and death;
- c) Implement all step increases, administrative allowances, certification changes and changes to teaching service as determined by collective agreements and non-unionized terms of employment;
- d) Assist with analyzing payroll data to determine eligibility for salary increments set forth in the collective agreement. Audit adjustments and take appropriate action to address errors and/or omissions;
- e) Monitor, adjust and review annual quotas for vacation and sick leave for all employee groups and process quota corrections;
- f) Calculate annual vacation and overtime payouts for applicable union groups;
- g) Set up all employee benefits and pension, maintain any changes and terminate coverage when necessary in SAP and online portals or other such methods provided by health carrier;
- h) Prepare necessary forms and documents related to employee resignations and retirements;
- i) Process service award entitlements for teaching and non-teaching employees for payout as required;
- j) Coordinate special arrangements for benefit continuance for retirees or employees on leave of absence, including collection of pre-authorized debits;
- k) Process employee death claims including the preparation of employer's statement and communication with next of kin;
- l) Contribute to annual salary and benefit reporting as well as the preparation of the Annual Pension Report for non-teaching employees as required;
- m) Set up, monitor and terminate Early Retirement Incentive Plan (ERIP) enrolments, FLEX Pension and required SAP Report monitoring;
- n) Ensure all relevant documentation for compensation, pensions and group benefits are maintained in employee electronic personnel files;
- o) Respond to requests from management for data and information reports as necessary;
- p) Provide back-up and support for compensation, pension and benefit functions as necessary;
- q) Other duties as required.