

Classification and Compensation Consultant

J o b D e s c r i p t i o n

CLASSIFICATION JOB INFORMATION

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| SAP Job ID: | 90000164 |
| Position/Classification Title: | Classification and Compensation Consultant |
| Pay Grade: | EC 11 |
| Add-On Eligibility: | True |
| Standardized: | No |
| Inactive | No |
| Date Last Evaluated: | 8/31/2023 |

JOB INFORMATION

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| Job/Working Title: | Classification and Compensation Consultant |
| Department: | Public Service Commission |
| Division/Section: | Corporate Services |
| Reports To (Position Title): | Director Classification and Compensation |
| Exclusion Status: | Excluded |

OVERALL PURPOSE

Provides subject matter expertise, leadership, advisory and consulting services to government departments, promoting corporate consistency and equity in the program areas of classification and compensation. Collaborates with Human Resources Client Service Delivery teams, providing services related to job content, organizational design, job analysis and job description development support to client departments. Responsibilities include consulting and leading the assessment and analysis of jobs, conducting the job evaluation, determining the classification, preparing the written evaluation rationale for the client and advising on/analyzing compensation policies and procedures for jobs. The Consultant ensures corporate consistency of the classification and compensation system while supporting the client in the achievement of business objectives. The Consultant provides in-depth analysis of related issues, leads the development of new classifications, leads compensation research requirements, and represents the Employer on classification related issues at hearings and tribunals.

KEY RESPONSIBILITIES

1. Works collaboratively within the Classification and Compensation Unit and Client Service Delivery teams providing consultation and advisory services related to classification and job and organizational design, and support to job analysis and job description development to client departments ensuring job descriptions reflect requirements and support the attraction of talent and the achievement of business objectives. Leads the assessment and analysis of jobs; consults with Human Resources and the client to ensure understanding, conducts evaluations, ensuring corporate consistency; prepares a written rationale for the client and the file. Provides feedback to the client.
2. Acting as one of the province's Classification and Compensation experts, the Consultant represents the Employer on issues related to Classification and Compensation system. The Consultant leads reviews and conducts assessments of issues, develops research requests and analyzes results. Prepares reports and leads the development of options and recommendations for review by the Director. Assists legal counsel in the preparation of witnesses and acts as an expert
3. Leads and/or participates in process improvement initiatives and provides input into classification and compensation policies, procedures and guidelines which are aligned with corporate and departmental strategies and objectives. Builds relationships with all divisions within the PSC and provides classification and compensation expertise to projects and initiatives. Leads and/or participates in initiatives and training programs to increase classification and compensation knowledge and capacity with the Client Service team and client managers.
4. Leads and/or participates in regular, ongoing job evaluation system maintenance and best practice review. The position leads the development of new classifications, including the development of standards, Memorandums of Agreement, leading and/or participating in discussions with the client and the union and providing advice and assistance in negotiating rate of pay and
5. Liaise and collaborate with other divisions of the Public Service Commission and the Province to align practices that are linked to Classification and Compensation, (for example, Organizational Management, Employee Relations, Finance and Treasury Board, etc).
6. Continually expands expertise and remains current with best practices; takes advantage of training opportunities (both formal and informal).

May perform other related duties as assigned

In addition to the duties and responsibilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

PEOPLE MANAGEMENT

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| Type of Role | X Individual Contributor People | Manages/Supervises |
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| Other Resources (e.g., Internal/ External Project Resources, | |
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SCOPE

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| Contacts (Typical): | The Classification and Compensation Consultant is one of a team of experts for the province. The position has regular discussions and meetings with the Client Service team, managers and leaders in client departments, Employee Relations, Organizational Management, HR Analytics, solicitors at the Department of Justice and the NSGEU on a wide variety of classification issues, policies and practices, Department of Finance and Treasury Board as the strategic developer |
| Innovation: | <p>The Classification and Compensation Consultant assesses and analyzes situations and provides recommendations and options to provide client service, and resolve issues, while maintaining corporate consistency.</p> <p>The position analyses positions and determines the evaluations, taking into account the stats of the labour market and supporting the province to achieve its objectives.</p> <p>The position leads and/or participates on committees and working groups to create efficiencies, and revise or create new policies, processes and guidelines.</p> |
| Decision Making: | <p>The Classification and Compensation Consultant manages and coordinates his/her daily workload and priorities, while also participating and leading projects and initiatives.</p> <p>The position is accountable for collaborating with client departments and Human Resources, provides the research, analysis and classification outcome and communicates the results to Human Resources and client departments.</p> <p>The position is accountable to assess and analyze situations and</p> |
| Impact of Results: | <p>The Classification and Compensation Consultant provides advice and assistance to client departments which support attraction and retention and meeting business objectives.</p> <p>The Consultant supports regular, on-going maintenance of the job evaluation systems and associated policies and processes to ensure corporate consistency and alignment.</p> <p>The Consultant conducts assessment, review and analysis and</p> |
| Other: | <p>Job Titles and number of incumbents reporting to this job:</p> <p>The Consultant provides mentoring and coaching to Human Resources Business Partners on Classification and Compensation reviews, issues and policies and practices. The position also provides mentoring to the Associate and Assistant Classification Consultant when these</p> |

LICENSES/CERTIFICATIONS

WORKING CONDITIONS

Physical Effort

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable office setting, with some site visits as required, and frequent opportunity to move about and/or change positions.

occasional travel required.

Physical Environment

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

Sensory Attention

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is

Frequent reading* listening, observing. consulting, analyzing, and assessing. Regular use of

Psychological Pressures

Work activities are performed in an environment with frequent exposure to psychological pressure conditions where the psychological stress is noticeable (e.g., conflicting/competing deadlines, dealing with angry/demanding customers/clients on a continued basis, etc.). There is limited capability to control the pace of work and the number of disruptions, and concern exists about occurrence of dangerous situations. Disruption to personal life due to work, work schedules or travel

Regular balancing of priorities; pressures associated with preparing for appeals and grievances and providing expert witness testimony; leading meetings with clients where the outcome is not accepted and client is not satisfied; presenting results and/or employees position to the union.

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| Additional Information: | |
| Data From Conversion: | |