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JOB EVALUATION REPRESENTATIVE

GENERAL FUNCTION

The Job Evaluation Representative will advise and assist staff representatives and local unions in the area of wage compensation including job evaluation, salary and wage administration, pay equity and other related matters.

SUMMARY OF DUTIES

Under the direction of the Regional Director, and with close liaison with the National Research, Job Evaluation, Health and Safety Branch and other job evaluation staff, the successful applicant will be required to perform some or all of the following functions:

- Assist and advise in initiation of job evaluation programs, revision to existing programs, job and wage analysis, etc.
- Identify type, methodology and scope of existing or proposed systems of wage compensation; identify methodology of salary and wage administration approaches and advise and assist in the preparation of wage compensation proposals including job evaluation, salary and wage administration, pay equity and other related matters.
- Participate in job analysis procedures, assist in the preparation of job descriptions, advise on job evaluation rating procedures.
- Conduct market compensation surveys, as required.
- Assist in developing bargaining and legislative strategies and proposals for implementing internal and external wage equity.
- Be responsible for documentation and maintenance of necessary files, records and information.
- Act as instructor in education and training activities dealing with wage compensation and related matters.
- Assist, as required, in the preparation and presentation of appeals, challenges and arbitration cases. Also serve, as required, as an arbitration nominee in wage compensation, job evaluation and other related matters.
- Make recommendations in matters relating to training material and courses for staff and CUPE members.

QUALIFICATIONS

- A university degree or equivalent experience in wage compensation including pay equity, job evaluation, salary administration and developing strategies for achieving wage equity;
- Extensive working knowledge of wage compensation including job evaluation, salary and wage administration, pay equity and other related matters;
- Experience in development of collective agreement language and document writing relative to job evaluation;
- Knowledge of relevant legislation;
- Excellent written and verbal communication and interpersonal skills;
- Ability to work with CUPE staff and CUPE members;
- Experience in mathematical and statistical applications related to wage compensation including job evaluation;
- Working knowledge of spreadsheet and data base computer applications;
- Ability to read, write and speak in the English language;
- Free to travel and be able to work weekends and holidays, as required.

CUPE is committed to providing an inclusive, respectful, accessible, and healthy workplace environment that is equitable and fair at all levels of its organization. We are committed to establishing a qualified workforce that is reflective of the diverse population and communities in which we live and serve. CUPE encourages applications from qualified members of the five (5) designated equity groups: Women, Indigenous people, Black and Racialized people, Persons with Disabilities, and 2SLGBTQI+ people. Upon request and at any stage of the recruitment and/or selection process, we will provide reasonable accommodations for those who have a temporary or a permanent disability. Please contact the Human Resources Department to request an accommodation if needed at hr@cupe.ca.