

Compensation & Job Evaluation Specialist

Employment Status:	Temporary, Full-time (One-Year Contract)
Compensation Range:	\$50.14 to \$58.65 (hourly) \$91,254.80 to \$106,743.00 (salary) Band 6 – Non-Union Group
Hours:	35 hours per week
Location:	London, ON

POSITION OVERVIEW

Reporting to the Director of Human Resources, the Compensation & Job Evaluation Specialist will assist with job evaluation, salary and wage administration, pay equity and other legislative compliance related processes. The Compensation & Job Evaluation Specialist maintains job descriptions to align with current job information, ensures documentation related to job evaluation outcomes and assists with the maintenance of pay equity plans.

QUALIFICATIONS

- Bachelor's degree or Diploma in Human Resources, or a related field, e.g. Human Resources (with compensation focus), Business or Finance, or equivalent experience in compensation including pay equity, job evaluation and wage/salary administration.
- 3 – 5 years of experience in compensation analysis, job evaluation, pay equity or related roles, preferably within the municipal or public sector.
- Experience working with unionized environments and multiple collective agreements is strongly preferred.
- Extensive working knowledge of compensation including job evaluation, salary and wage administration, pay equity and other related matters.
- Demonstrated knowledge of Pay Equity Act requirements and job evaluation methodologies.
- Excellent computer skills including experience with Office 365 Suite, and MS office applications (Word, Excel and PowerPoint), and data management systems (Laserfiche).
- Proven organizational and interpersonal skills with the ability to deal effectively with sensitive and confidential information.
- Current Criminal Record Check that is satisfactory to the Middlesex County.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

We are an equal opportunity employer committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

HOW TO APPLY

If you are interested in this opportunity, please submit your **cover letter and resume** by email to hr@middlesex.ca by **4:30 p.m. on May 1, 2026**.

Existing Vacancy: we are currently hiring a candidate for an existing vacancy.

Artificial Intelligence: we do not use AI to screen, assess, or select candidates.

We thank all applicants who apply, but only applicants interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. It will be used for selection purposes only.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
OMERS Pension Plan
Pay in lieu of benefits
Employee & Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE: Compensation & Job Evaluation Specialist
DEPARTMENT: Human Resources
REPORTS TO: Director of Human Resources
POSITIONS SUPERVISED: None
EFFECTIVE DATE: April 2026

POSITION SUMMARY

Reporting to the Director of Human Resources, the Compensation & Job Evaluation Specialist will assist with job evaluation, salary and wage administration, pay equity and other legislative compliance related processes.

The Compensation & Job Evaluation Specialist maintains job descriptions to align with current job information, ensures documentation related to job evaluation outcomes and assists with the maintenance of pay equity plans.

PRIMARY DUTIES & RESPONSIBILITIES

1. Job Analysis & Evaluation

- Review and update job descriptions to ensure accuracy and alignment with the job analysis questionnaires (JAQs).
- Prepare job rating procedures and documentation.
- Compile results and prepare formal notification of ratings to leaders and incumbents.
- Assist with implementation of job evaluation outcomes.
- Maintain job evaluation rating record spreadsheets to ensure compliance with job evaluation procedures, maintain and update forms, questionnaires and process documents related to job evaluation for both union and non-union staff.

2. Pay Equity Compliance

- Coordinate and administer the Pay Equity legislation for all union and non-union groups.
- Assist in auditing and identifying pay discrepancies between male and female-dominated jobs.
- Conduct gender-neutral comparisons and analyses to identify and address wage gaps.



- Prepare formal notification of pay equity adjustments to leaders and incumbents.
- Maintain records regarding pay equity maintenance and adjustments.
- Draft formal documentation as may be required.

3. Documentation & Data Management

- Maintain organized files, records, and databases related to compensation and job evaluation.
- Update Terms of Reference as may be required
- Prepare documentation for the Joint Job Evaluation Committee
- Participate in wage/salary surveys as may be required.

General

1. Assist and support the Director of HR with special projects, as directed.
2. Perform other duties as assigned by the Director of HR.

MINIMUM QUALIFICATIONS

Education & Experience

- Bachelor's degree or Diploma in Human Resources, or a related field, e.g. Human Resources (with compensation focus), Business or Finance, or equivalent experience in compensation including pay equity, job evaluation and wage/salary administration.
- 3 – 5 years of experience in compensation analysis, job evaluation, pay equity or related roles, preferably within the municipal or public sector.
- Experience working with unionized environments and multiple collective agreements is strongly preferred.

Knowledge, Skills & Abilities

- Extensive working knowledge of compensation including job evaluation, salary and wage administration, pay equity and other related matters
- Demonstrated knowledge of Pay Equity Act requirements and job evaluation methodologies.



- Excellent computer skills including experience with Office 365 Suite, and MS office applications (Word, Excel and PowerPoint), and data management systems (Laserfiche).
- Ability to collect, research, and analyze data to identify trends and equity gaps.
- Strong written and verbal communication skills to work effectively with staff and unions.
- Proven organizational and interpersonal skills with the ability to deal effectively with sensitive and confidential information.
- Excellent verbal and written communication skills with the ability to communicate complex issues using plain language and confidence dealing with all levels of an organization.
- Ability to interact effectively and courteously with all levels of staff and management; to exercise discretion and judgment when handling confidential/sensitive/controversial information and assure the security of such information/files.
- Excellent analytical, problem solving, interpersonal and conflict resolution skills.

Typical Working Conditions

- High-volume, detail-oriented work.
- Office environment (or remote/hybrid) with constant data management and potential for virtual meetings.
- Frequent collaboration with other HR team members, unions, and management teams.

Other

- Current Criminal Record Check that is satisfactory to the Middlesex County.