Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/29

Pay and Benefits Specialist

Job ID	**20-968-06-035-9575**
Web Address	
https://careers.indigenous.link/viewjob?jobname=20-968-06-035-9575	
Company	CSIS
Location	Ottawa, Ontario
Date Posted	From: 2020-02-24 To: 2050-01-01

Description

Closing Date 2020-08-05
Reference Number 20-968-06-035
Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range $61,380 - $74,670

Status Indeterminate (permanent)
and Term - 1 year
Language Requirement Bilingual Imperative (BBB/BBB)

Job Summary

- Co-ordinate and administer pay and benefits services by counselling, documenting and advising employees and by applying policies and guidelines.
- Research and analyze case-specific data and information by establishing the requirements of legislation/regulations, pension and insurance plans, policies, procedures, programs, directives, collective agreement and other governing authorities and prepare summaries.
- Co-ordinate the continuation of employee benefits and deductions by communicating orally or in writing with the other departments.
- Research and assess Treasury Board (TB) and Public Works and Government Services Canada (PWGSC) policies, directives and regulations by ensuring their application to CSIS where required.
- Analyze and exchange case-specific information and data with associates and representatives of federal and external organizations, such as insurance and financial organizations, and with clients' representatives to facilitate and resolve specific issues/questions.

- Provide counselling and guidance to employees of all levels, their families and/or their representatives on different options available in various situations (resignations, lay-offs, life insurance plans, disability insurance, divorce/separation and garnishment).
- Organize and control a work load by meeting deadlines in an efficient manner, setting priorities, conducting peer verification and ensure accuracy of data.
- Initiate transactions such as leave, pay adjustments, appointments, transfers actions, pension and insurance plans by obtaining data from a variety of sources and determine/calculate entitlements, options, and obligations by preparing and issuing/submitting data, information, and responses.
- Participate on projects by providing input such as system improvement initiatives, development, testing and implementation of our internal human resources systems.

Education

- College diploma - two (2) year program or equivalent and two (2) years of recent experience administering pay and benefits to employees of the federal public service using the Phoenix pay system.
OR
- College diploma - two (2) year program or equivalent and four (4) years of recent experience administering pay and benefits to employees of the federal public service using the Phoenix pay system and the regional pay system prior to February 2016; or
- High school diploma and five (5) years of recent experience administering pay and benefits to employees of the federal public service using the Phoenix pay system and the regional pay system prior to February 2016.
OR
- Applicants who do not meet the required years of relevant experience may be considered for an underfill opportunity. Underfill applicants must possess at least the following requirements:
College diploma - two (2) year program or equivalent and one (1) year of recent experience providing pay administrative services, including processing pay and benefits transactions/data entry using the Phoenix pay system in the federal public service.
- "Underfill" definition: An underfill opportunity provides a successful applicant with professional development - they will be appointed to the position at a lower level, until they reach objectives outlined in their training plan. Once the employee meets required objectives, they will be promoted to the full level. Duration of training can vary, but may take approximately two (2) years. Underfill salary scale: $54,340 - $66,090

Experience

- Experience in client service as a resource person.
- Experience in research and application of related policies and standards.
Recent experience is defined as within the last five (5) years.

Competencies

- Adaptability/Flexibility
- Analytical skills
- Client Service
- Problem Solving
- Rigour

Conditions of Employment
Not Applicable

Notes

- The Pay and Benefits Group of CSIS will not be transferred to Miramichi, New Brunswick and is part of the Phoenix Direct Entry Organizations.
- Some relocation expenses may be reimbursed.

Reference Links

Security Requirements
Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others
We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Pay and Benefits Specialist