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	**21-968-06-132-1135**	
Web Address	https://careers.indigenous.link/viewjob?jobname=21-968-06-132-1135	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2022-08-11	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2022-09-13
Reference Number 21-968-06-132
Job Category Experienced
Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Salary Range $71,679 - $87,206 including allowance1
Status Indeterminate (permanent)
Language Requirement Bilingual Imperative (BBB/BBB)

Job Summary

Advantage of a career as a Pay and Benefits Specialist with us: Pursuing a career with us will provide you with an opportunity to learn and grow in a dynamic workplace. You will work with a dedicated team and will be supported to advance your career within the Pay Section. We offer competitive benefits and salary including an allowance between 3.5% and 9.5%1. In addition, temporary lump sum payments may apply. You will have job stability since the Pay and Benefits Group of CSIS is part of the Phoenix Direct Entry Organizations. We offer a development program to become a fully trained pay specialist. Make an impact! CSIS is at the forefront of Canada's national security system and we proudly represent the best Canada has to offer. We recruit talented individuals who are committed to Canada's values, energized by meaningful work, and looking for opportunities to explore their maximum potential. Working at CSIS is more than just a job. Our role is to investigate activities suspected of constituting threats to the security of Canada and to take measures to reduce these threats in accordance with well-defined legal requirements and Ministerial Direction. As a Pay and Benefits Specialist at CSIS, you will contribute directly to our critical mission and make a difference in a unique environment. Major responsibilities include:

- Coordinate and administer pay and benefits services by providing counselling and guidance to employees of all levels, their families and their representatives on different options available in various situations (resignations, lay-offs, life insurance plans, disability insurance, maternity /parental entitlements and garnishment); and by applying policies and guidelines;
- Research and analyze case-specific data and information by establishing the requirements of legislation/regulation, pension and insurance plans, policies, procedures, programs, directives, collective agreements and other governing authorities and prepare summaries;
- Coordinate 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 Services and Procurement Canada (PSPC) policies 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 organization, such as insurance and financial organizations, and with clients 'representatives to facilitate and resolve specific issues and questions;
- Organize and control a workload by meeting deadlines in an efficient manner, setting priorities, conducting peer verification and ensuring accuracy of data;
- Initiate transactions such as leaves, pay adjustments, appointments, transfer 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

- 2-year college diploma*; or
- High school diploma**.

Note: Any higher level of education could be recognized as experience. The educational program must be from an accredited learning institution recognized in Canada. If you have completed a program outside of Canada, you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service.

Experience

*Two (2) years of experience required. **Four (4) years of experience required.

- Experience performing the full scope of the position as a fully trained Pay Specialist using the Phoenix Pay System, including administering pay and

benefits to employees.
All candidates must also possess:
- Recent experience in client service as a resource person.
Developmental Opportunity Applicants who do not meet the required experience could be considered for a developmental opportunity. To be eligible for the developmental opportunity, applicants must be part of Group 1 or Group 2 (see below). Successful applicants will be provided with a professional development plan. They will be appointed at a lower level until they have reached the objectives outlined in their development plan. The salary scale of this level is $61,727 to $75,083 including allowance1. Once the employee meets the required objectives, they will be nominated to the full working level of the position. The development plan will be determined following an evaluation of your experience. It may take up to two (2) years to complete. Developmental Opportunity Group 1: Applicants who have not completed the required years of experience (see Experience section).
Developmental Opportunity Group 2: Applicants who have experience in the private sector only. These applicants must have the following:
- Experience in providing detailed information, advice and guidance to clients on issues in compensation and benefits.
- Experience in the use of computer systems related to pay and benefits processing.

Competencies

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

Conditions of Employment
Not Applicable

Notes
1Successful candidates may be eligible for an allowance or temporary lump sum payments, where applicable. A written exam will be administered as an assessment tool to evaluate the applicant's knowledge. The majority of work in our organization must be done from the office and cannot be performed at home.

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