The First Nations Health Authority is a diverse and rapidly evolving First Nations health organization of professional, innovative and dedicated team members and leaders.

We uphold Community-Driven, Nation-Based approaches to transforming the health system and enhancing wellness for BC First Nations peoples and communities.

Employment Opportunity

The First Nations Health Authority is committed to respecting diversity within our workforce. We specifically seek to increase the number of First Nations and Aboriginal employees in our organization.

Compensation & Benefits Analyst
Full-time Position, West Vancouver

Provides statistical analysis in reviewing, developing, implementing and delivering compensation & benefits programs for all FNHA staff. This role actively participates in documenting, evaluating, grading and archiving jobs. This position will conduct internal surveys and participate in external surveys on compensation and benefits and assist with analysis and recommendation. The analyst role participates in collaborative information sharing, problem solving, and decision-making with other HR specialists and contributes to the development of plans and programs by performing analysis to support the HR Program Development team in the effective implementation of HR plans and initiatives.

Qualifications & Competencies:
- A degree in human resources, and achievement of a CCP,CBP or CEBS designation preferred
- 3-5 years of hands on compensation experience performing market analysis, hourly/salaried merit administration in a union and non-union environment plus 2-3 years of progressively responsible experience in analyzing benefit and pension programs, or an equivalent combination of education and experience.

Knowledge
- Advanced level of proficiency in Microsoft Excel
- Experience with HRIS, data manipulation and report writing tools
- Knowledge and experience with PeopleSoft an asset

Abilities
- Excellent analytical skills to conduct assessment, market data analysis, job evaluation, and trend analysis and statistics
- Strong attention to details, the ability to produce high quality work under time pressure and to work as part of a team
- Commitment to work in a team environment demonstrating a positive approach and co-operation coupled with a strong customer service orientation

For more position details and information about us, please visit:
www.fnha.ca/about/work-with-us

COME JOIN OUR JOURNEY

We are driven by common values of respect, discipline, relationships, culture, excellence and fairness.

We cultivate and value working collaboratively to achieve our shared vision of Healthy, Self-Determining and Vibrant BC First Nations Children, Families and Communities.

If you are looking for more than a job, come join the FNHA family.

APPLICATION DEADLINE
June 22, 2015 at 4:00pm

Email or fax your Cover Letter & Resume as two separate documents named in the following format:

Last Name, 1st Name – Cover Ltr
Last Name, 1st Name – Resume
Email: careers@fnha.ca or,
Confidential Fax: (604) 913-6135

In the subject line of your email or fax, please include the following:

1) **Compensation & Benefits Analyst, PN#632**

2) **"Self -Identified"**, if you are voluntarily identifying yourself as First Nations or Aboriginal.

3) **In your Cover Letter** please indicate where and how you became aware of this job opportunity.

501 — 100 Park Royal South
Coast Salish Territory
West Vancouver, BC
Canada V7T 1A2

T 604.693.6500
F 604.913.2081

www.fnha.ca

Job title	**Compensation & Benefits Analyst**	Date	June 4, 2015
Position Reports to	Compensation & Benefits Specialist	**Grade**	5
Position Number	83	**Position Number of Supervisor**	437
Org/Dept	Human Resources	**Location**	Park Royal

ORGANIZATION SUMMARY

The First Nations Health Authority (FNHA) and its employees are committed to a proactive holistic approach to health and wellness and are committed to the delivery of services which are sustainable and honour the customs and traditions of First Nations communities.

POSITION SUMMARY

Compensation & Benefits Analyst role provides statistical analysis in reviewing, developing, implementing and delivering compensation & benefits programs for all FNHA staff. This role actively participates in documenting, evaluating, grading and archiving jobs. This position will conduct internal surveys and participate in external surveys on compensation and benefits and assist with analysis and recommendation. The analyst role participates in collaborative information sharing, problem solving, and decision-making with other HR specialists and contributes to the development of plans and programs by performing analysis to support the HR Program Development team in the effective implementation of HR plans and initiatives.

ACCOUNTABILITIES

- Performs compensation and benefits-related trend and other statistical analysis, reviews and interprets results, and makes recommendations based on findings. Also sets up databases, spreadsheets and other systems to support maintenance of program information.
- Administers job evaluation process in conjunction with the HR Consulting team ensuring compliance with established procedures.
- Collaborates to provide support to the HR Consulting team with position description documentation, and job evaluations for new and updated positions.
- Addresses issues emerging from job evaluation, which includes taking action on initial stages of job evaluation appeals/grievances, and also providing support for arbitration cases.
- Prepare input to compensation, benefits, pension, and work experience surveys; conduct analysis of survey results and assists with the development of recommendations (e.g. annual salary increases, salary range structure movement, etc.)
- Provides technical guidance to the department's HR Associate and other support staff, ensuring that administrative aspects of the compensation and benefits program are carried out accurately and within designated timelines.

- Conduct ad hoc market surveys and prepare management reports in collaboration with the Compensation & Benefit Specialist.
- Prepare compliance reports for pension and benefit plans in collaboration with Payroll.
- Assists with the implementation/launch of all compensation, benefits and pension related education and contributes to the development of materials.
- Participates in the planning, research, analysis and development of competitive benefit programs and policies, and delivers related services for all FNHA employee groups.
- Analyzes and performs monthly benefit billing reconciliations, working closely with payroll to ensure the accuracy of benefit deductions.
- Co-ordinates payment for benefits billings, including reconciliation and obtaining required approvals.
- Participates in the annual benefit renewal process and enrolment cycles as applicable.
- Other projects as identified throughout the year.

QUALIFICATIONS

Education

- A degree in human resources, and achievement of a CCP,CBP or CEBS designation preferred

Experience

- 3-5 years of hands on compensation experience performing compensation & benefits analytics, hourly/salaried merit administration in a union and non-union environment plus 2-3 years of progressively responsible experience in analyzing benefit and pension programs, or an equivalent combination of education and experience.

Knowledge

- Advanced level of proficiency in Microsoft Excel
- Excellent analytical skills to conduct program assessment, market data analysis, job evaluation, and program-related trend analysis and statistics
- Strong attention to details, the ability to produce high quality work under time pressure and to work as part of a team
- Knowledge and experience with PeopleSoft an asset
- Strong problem solving, organizing, analytical and planning skills
- Experience with HRIS, data manipulation and report writing tools
- Excellent written and verbal communication skills
- Commitment to work in a team environment demonstrating a positive approach and co-operation coupled with a strong customer service orientation
- Displays initiative, tact, diplomacy, good judgement and use discretion with highly confidential and sensitive employee information