



Specialist, Salary Administration - Human Resources - 1 position	Posting #: 55267
Human Resources	Posting Date: July 15, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: July 22, 2025
Temporary Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$49.02 - \$57.68 /hour

This temporary full-time position is expected to extend until August 7, 2026, and subject to the availability of work.

Reporting to the Director, Total Compensation, the Salary Administration Specialist is responsible for day-to-day leadership of St. Joseph's salary administration program with respect to external competitiveness, internal equity, legislative compliance, employee understanding and administrative processes within the Human Resources department.

This position involves interacting with a number of departments across the organization and regularly supports leaders with creation of new roles or modification of existing positions. On-going responsibilities include support to annual compensation initiatives for the organization, research and analysis of market survey data and a key support to job evaluation processes ensuring legislative requirements are met.

Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Bachelors degree in related field required i.e. Human Resources, Business.
- Minimum 3 years recent and related experience required (preferably in health care setting) specifically related to job evaluation, pay equity, salary administration, policy review/creation
- Exceptional analytical and problem solving skills
- Proficient user of all Microsoft Office Applications with advanced Excel skills
- Demonstrated ability to work independently, as well as member of multi-disciplinary team
- Demonstrated ability to prioritize tasks and utilize time efficiently
- Exceptional communication skills, both written & verbal
- Demonstrated understanding of the principles of confidentiality
- Impeccable attention to detail
- Knowledge of salary administration practices and legislation
- Demonstrated ability to interpret contracts/manuals/policies etc

Preferred Qualifications

- Related professional designation i.e. Certified Human Resources Professional (CHRP), Certified Employee Benefits Specialist (CEBS), Certified Compensation Professional (CCP), etc.
- Experience in a unionized setting
- Knowledge of PeopleSoft preferred
- Proficiency in French would be an asset

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and

research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*