



Job Evaluation Specialist

Bring your expertise to a unique, collaborative provincial initiative, coordinating consistent job evaluation practices across the education sector. This is an exciting opportunity for someone who enjoys digging into the details, working with diverse stakeholders, and contributing to a meaningful project that impacts thousands of employees across the province.

The BC Public School Employers' Association is seeking a Job Evaluation Specialist on a temporary full-time basis to provide technical, analytical and project coordination support for the implementation and ongoing administration of a provincial joint job evaluation initiative. Reporting to the Director, Compensation, the role supports consistent, accurate and defensible job evaluation practices across participating school districts within a complex, unionized public-sector environment. The position contributes to the effective operation of job evaluation processes, documentation, and partner engagement, exercising sound judgment, confidentiality, and attention to detail.

The main responsibilities of the job are:

- Supporting implementation and administration of the provincial joint job evaluation project in alignment with established methodologies, governance frameworks, and timelines.
- Conducting job evaluations through systematic analysis of job descriptions, questionnaires, and related documentation using approved evaluation tools.
- Reviewing, drafting and revising job descriptions to ensure clarity, consistency, completeness, and defensibility.
- Coordinating job evaluation review processes, including preparation of materials, tracking outcomes, and documentation of evaluation rationale.
- Providing technical guidance and clarification to school districts regarding job evaluation processes, documentation requirements, and interpretation of evaluation results.
- Supporting quality assurance activities to ensure consistent application of job evaluation standards across the sector.
- Providing support for training activities, including maintaining materials, managing the local Joint Job Evaluation Committee contact list, coordinating training schedules, registering participants, and supporting training sessions.
- Assisting in responding to job evaluation inquiries, reconsiderations and appeal processes, as directed.
- Acting as the primary coordination point between the provincial team and local Joint Job Evaluation Committee members, overseeing day-to-day correspondence, follow-up activities, documentation, and ongoing tracking of project interactions and deliverables.

- Participating in sector meetings, working groups, and information sessions related to the provincial job evaluation initiative.
- Maintaining strict confidentiality and demonstrating diplomacy when working with sensitive compensation and classification information.
- Supporting and participating in HR team initiatives, projects, and meetings.

Education and experience

The Job Evaluation Specialist possesses post-secondary education in Human Resources, Business Administration, or a related field. They have three to five years of experience in job evaluation, classification, or compensation analysis within a public-sector, unionized environment. They also have experience supporting formal job evaluation systems.

The ideal candidate will bring:

- Good knowledge of job evaluation principles, methodologies, and practices.
- Knowledge of collective agreements and public-sector labour relations environments.
- Knowledge of relevant employment and labour legislation.
- Strong analytical and problem-solving skills.
- Intermediate Excel skills, including formulas, sorting/filtering, pivot tables and reporting.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities and meet established timelines.
- Client-focused approach with the ability to establish effective working relationships.

Competitive Compensation and Benefits

The normal hiring range for this position is \$95,097 - \$103,488. We offer 13 statutory holidays, a competitive benefits package, including extended health and dental with immediate coverage upon starting, and a \$2,000 annual wellness allowance, as well as pension with the Municipal Pension Plan after 12 months of full-time service. In determining salary, BCPSEA considers many factors, including the candidate's competencies, skills and experience, as well as internal equity.

This is a temporary role for a term ending June 30, 2029.

Hybrid Structure

We offer a hybrid work schedule with the option for remote work for the majority of the work week. There will be times when in-person work is required.

Training

We offer staff regular training and support professional development opportunities. As part of our ongoing commitment to foster a safe and inclusive workplace, all staff will be provided with: Reconciliation; Diversity, Equity, and Inclusion; and Respect in the Workplace training as part of their onboarding with us.

Reconciliation

The BCPSEA office is located at 300 – 2889 East 12th Avenue in Vancouver on the traditional and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tseil-Waututh) peoples. Our work spans across the Province of BC, which is home to thousands of First Nations, Inuit, and Métis peoples across British Columbia, each with unique traditions, history, and culture. We are committed to Reconciliation and to strong Indigenous partnerships and relationships.

Inclusivity

We are an inclusive and accessible employer. Reconciliation, and Equity, Diversity, and Inclusion are embedded in our [organizational goals](#). We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, 2SLGBTQIA+, and persons with disabilities.

Accommodations are available for interviews and in the workplace. If selected for an interview, we will provide you with information on how to request accommodations.

Who are we?

BC Public School Employers' Association provides trusted sectoral leadership in collective, bargaining, labour relations, and human resources within BC's public education school sector. Through our services, support, advice, and professional learning offerings we work together with school districts, government, and our partners to ensure the success of the public education system.

How to apply

We invite qualified individuals to apply online at <https://buff.ly/Mkye5As> with a cover letter and résumé by Friday, July 17, 2026. For questions about this role, please email Elsa Plican, Executive Director, Employee Relations & Sector Services at elsap@bcpsea.bc.ca.