



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of Government Services
Division: HR Transactional Services, Payroll Operations Branch
Position Title: TEAM LEADER PAY AND BENEFITS
Duration: 1 Temporary assignment/contract up to 9 months with possible extension
Location: 189 Red River Road, Suite 301, 3rd Floor, Thunder Bay, P7B1A2, North Region
Compensation Group: OPSEU
Salary: \$30.03 - \$34.98 (MplusM) per hour*
Position Status: Restricted
Job Code: 95406 - Clerical Services BU CCL14
Schedule: 3
Category: Administrative and Support Services
Job ID: 17242

Bring your pay and benefits expertise and leadership skills to the Ministry of Government Services, Ontario Shared Services` payroll and benefits service centre where you will lead a team in the planning and delivery of pay and benefits processing and administration for an assigned client portfolio in a transactional service delivery model. In this exciting role, you will ensure adherence to OSS quality assurance and customer service standards, provide pay and benefits expertise, guidance and advice for the resolution of a range of routine and non-routine pay and benefits matters. You will also develop internal methods and procedures in support of activities; maintain liaison with key stakeholders and clients and participate on working groups and committees to provide input to improvements to operational efficiency and unit effectiveness.

Qualifications: demonstrated knowledge and understanding of Ontario Public Service pay and benefits administration, processes, and systems; knowledge of relevant legislative authorities and collective agreements; excellent team leadership and organizational skills; excellent customer service, business relationship, and communication skills; strong analytical, problem solving, and arithmetic skills; proficiency in the use of various desktop and specialized payroll and benefits systems; proven initiative and ability to work independently as well as in a team.

Prior to the offer of employment, in accordance with the OPS Personnel Screening Checks Policy, the top applicant will be required to undergo personnel screening checks, which includes a police records check.

Posting Date: Tuesday, April 07, 2009

Closing Date: Thursday, April 23, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

**Apply online
or send application to:**

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at
705-564-7021, Ontario, CANADA
Fax: Faxes are not being accepted at this time

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**

*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.