



Internal JOB POSTING



Posting Date:	October 23, 2026
Closing Date:	November 5, 2026
Requisition ID:	2054
Title:	Specialist, Benefits & Retirement
Branch:	People & Culture
Service:	People, Wellness & Talent
Bureau:	Strategic People Services & Administration
Salary:	\$104,841 - \$110,870 (Band 6)
Status:	Regular, Full-Time
Openings:	1
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	Headquarters

Position Purpose

The purpose of this position is to act as a subject matter expert on the processes and policies for benefits, pension (retirement) and leaves of absences. This position will be the first point of contact for members as it relates to benefits and retirement, and work with the Compensation & Benefits team to ensure that members are supported in those areas.

Major Duties & Responsibilities

Subject matter expert on the YRP group benefit plan including for employees and retirees, including receiving and responding to escalated member benefit issues, and liaising with the Supervisor/ or Manager as required.

Liaise with Sun Life and the Region of York on member benefit issues or concerns; provide updates to Supervisor on trends or common issues.

Responsible for development of organizational communication regarding benefits, and maintaining the Benefit page on the YRPNet, ensuring that information remains current.

Primary point of contact for retirees and Health Care Spending Account (HCSA) related inquiries; prepare and send correspondence to members and retirees notifying them of benefit changes.

Responsible for sending retirement benefit member election forms, and maintaining accurate records related to their retirement benefit plan enrollment option.

Responsible for updating the Optional Life Insurance tracking for member changes, as well as updating the rates on an annual basis in PeopleSoft.

In cooperation with the Supervisor, responsible for conducting audits and analysis on the benefit plan and maintaining data integrity in the HRIS.

Primary resource to members as it relates to retirement, including YRP entitlements and OMERS administration.

Liaise with the Region of York and OMERS in regards to pension-related inquiries or follow-ups.

Responsible for facilitating the retirement off-boarding meeting with members in order to discuss OMERS, benefit entitlements and final pay details.

Initial contact for leave inquiries and provide initial confirmation and correspondence to members for statutory leaves.

Point of contact for Health & Ability on members taking part in a LTD or WSIB return to work programs, supporting the Unit as it relates to benefits, time banks and payments.

In collaboration with the Supervisor, responsible for updating the payment tracking for members on WSIB, and being the point of contact for questions or concerns related to payments.

Provides in-person and virtual information sessions and training to members on pension, benefit and other PWT related topics.
Liaise with 3rd party organizations (OMERS, Sun Life, Benefit Providers) in order to set-up workshops.
Support the Compensation & Benefits Unit with projects, and workload when needed.
Remain current on contractual, legislative, pension or benefit updates.
Provide support to People, Wellness and Talent leadership on items related to benefits, pension or leaves.
Participate on committees, meetings, and special projects, as directed.

This position description is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

Education, Licensing & Certifications

Three (3) Year University Degree in Human Resources or a related field.
Certified Employee Benefit Specialist (CEBS) is preferred.
Certified Compensation Professional (CCP) is preferred.
Certified Human Resources Leader (CHRL) is preferred.
Equivalent experience would be considered in the absence of required education.

Experience

Minimum of three (3) years of previous experience in benefit and/or retirement plans.

Skills

Pension and benefit plan administration experience.
Intermediate to advanced proficiency in Microsoft Office, including Excel, Word, Outlook and PowerPoint.
Strong analytical and problem-solving skills.
High level of accuracy, attention to detail and discretion in handling sensitive information.
Excellent communication skills, both written and verbal, with a customer-focused mindset.
Previous experience working within a unionized environment.

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant.
Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process.
Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this is an internal job posting, no external applications will be considered at this time.
In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN



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