Daria McLeod

Compensation and Benefits Specialist

compensation-benefits-specialist@example.test · Calgary, Canada

Summary

Compensation and benefits specialist in engineering services. Maintains the job-level framework, checks market survey matches and models benefits costs. Gives People and Finance a record of assumptions before they make recommendations to leadership.

Skills

Job evaluation · Salary benchmarking · Benefits renewals · Data reconciliation

Projects

Job-level review

2025

Reviewed 146 roles against job scope and decision authority. Documented 31 exceptions for joint review and recorded each approved change against its source.

Experience

Compensation and Benefits Specialist

Longmere Engineering Services | 2022-06 – Present

- Matched positions to salary survey roles by actual scope and geography. Discarded matches where the survey definition could not support the comparison.
- Modelled renewal scenarios for the group health plan using enrolment records and the latest insurer quotes. Tracked separately the amounts paid by the employer and employees.
- Updated the annual pay review workbook with approved ranges and effective dates. Flagged proposed offers outside the ranges for review before payroll received the file.

People Operations Analyst

Cypress Quay Consulting | 2019-08 – 2022-05

- Built monthly headcount reconciliations from payroll and HR records and followed up on unexplained differences with the business unit leads.
- Reconciled plan election changes for new starters against carrier confirmations before the benefits billing cycle.

Languages

English · French

Education

BCom Human Resources Management

Bowline College of Management | 2019