NORTH EAST SCHOOL DIVISION # 200

JOB DESCRIPTION

POSITION TITLE: Human Resources Officer

REPORTS TO: Directly: **Superintendent of Human Resources**
                   Indirectly:

Purpose:

The Human Resources Officer is responsible to provide direct support to the Superintendent of Human Resources as well as perform a range of human resources duties supporting superintendents, division supervisors, schools and payroll staff.

Required Education, Knowledge, Qualifications and Experience:

- Minimum of one (1) year post-secondary office education is required and a certificate, diploma or undergraduate degree in Administration or Human Resources would be considered an asset
- Possession of an HR Management Certificate is considered an asset.
- Possession of a CHRP is considered an asset.
- A minimum of 1 year of work experience in an office environment is required and experience in a Human Resources role would be preferred
- Work experience in recruitment, staffing, or employment law is also considered an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.
- Advanced knowledge of business English, spelling and punctuation.

Required Skills and Abilities

- Superior interpersonal and communication skills, both verbal and written.
- Excellent listening skills and ability to carry out directions in a timely manner.
- Excellent time management skills and the ability to prioritize multiple demands.
- Ability to work independently with minimum supervision as well as a team player when required
- Ability to maintain strict confidentiality relative to school division operations, payroll data and personnel files
- Ability to deal effectively with a broad range of staff members and members of the public.
- Display a professional appearance and a positive attitude

Supervision of Staff:

This position may involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Human Resources Officer shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Assisting the Superintendent of Human Resources with the annual university career fairs material
- Administer and maintain up-to-date staffing lists and staffing allocations for Superintendents and Supervisors.
- Assist in the development of materials required for local bargaining.
- Coordination of the recruitment and staffing processes as follows:
    a. Create and post all job vacancies, including newspaper advertising
    b. Receiving, filing resumes electronically and maintaining the resume portal
    c. Issue all relevant contracts and offers of employment as outlined in the approved budget documents and as approved by the appropriate supervisors
    d. Ensure staff lists have been updated with changes of letters of offer made to staff
    e. Ensuring all employee's payroll documentation is received in a timely fashion then subsequently forwarded to payroll.
    f. Ensure the completion and dissemination of all relevant documentation as it refers to staff additions, initial orientation and changes in staff through to termination of employment.
- Understand and interpret specific articles within the local collective bargaining agreements.
- Maintaining all required documentation for seniority, layoff and recall lists for the local unions within the division.
- Assist in gathering and updating information for the division staffing budget.
- Monitoring/reviewing staffing budget documents on a monthly basis.
- Creating staffing reports to update stakeholders on a monthly basis.
- Maintaining and updating the NESD Employee Services website as required.
- Working with HRIS to track and maintain all relevant information.
- Ensuring all relevant information for personnel files are maintained and kept up to date.
- Recommend, develop and maintain human resource data bases, computer software systems, and manual filing systems.
- Sharing the required information with all stakeholders as required (i.e. Local Unions as outlined in their agreements).
- Coordinating the process for long term leave approval letters (ex. maternity leaves, unpaid LOA's, etc.)
  Coordination of annual Employee Appreciation events.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Other duties as assigned by the Superintendent of Human Resources. Input, edit, proofread and finalize correspondence, reports, forms, presentations as required
- Respond to telephone, in person and/or electronic inquires and delegate to appropriate Human Resources personnel.

Judgment, Independence and Client Contact:

Confidentiality:
At no time should the Human Resources Officer discuss in public information pertaining to anyone in the school division. The Human Resources Officer is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence

The Human Resources Officer is expected to work independently and as a team member of both the Business Team and the Employee Services Department.

Working Jointly with Other Staff on Common Assignments or Tasks:

This position involves working jointly with the Superintendent of Human Resources, other support staff, principals/vice-principals, union representatives and schools as required on a daily basis in support of the goals of the Employee Services Department.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid:

The salary grid for the Human Resources Officer is tied to the following grid:

Human Resources Officer

Approved By:	Rob McKay
Date Approved:	February, 2016
Reviewed:	