



Job Specifications Human Resource Manager

1.0 POSITION SUMMARY

Working under the direction of the Director of Corporate Services, the Human Resource Manager is responsible for all personnel matters, including employee records, employee benefits, monitoring contract agreements, training programs, policy development and salary administration.

2.0 RESPONSIBILITIES

- 1) Develop and administer policies, programs and initiatives related to Human Resource management and administration.
- 2) Maintain employee records.
- 3) Oversee vendor contracts and administer employee benefits, including preparation and / or review of monthly benefit invoices, OMERS plan and coordination of the Employee Assistance Program.
- 4) Conduct research and prepare for collective bargaining. Participate in collective bargaining process.
- 5) Maintain the Non-Union Salary Administration Program ensuring job specifications, performance appraisals and pay equity policies are updated and conducted in a consistent fashion.
- 6) Provide professional expertise to the Personnel Committee.
- 7) Keep up-to-date on Human Resource issues and government legislation. Conduct research and provide advice on Human Resource issues to the Chief Administrative Officer, Directors, Managers and Personnel Committee / Council.
- 8) Identify and address staff professional development needs. Coordinate and monitor training programs for all employees including but not exclusive to Health and Safety and Succession Programs.
- 9) Administer the recruitment and hiring of staff. Ensure job specifications are up-to-date. Schedule, coordinate and participate in applicant interviews, conduct reference checks and prepare employment offers. Oversee orientation of new employees including full-time employees, part-time employees, crossing guards and students.

- 10) Administration of the crossing guard program including, but not inclusive to; hiring, training, scheduling and the provision of adequate staffing levels.
- 11) Assists management with the administration and monitoring of the terms and policies contained in the Union Collective Agreement, Non-Union Employment Agreement and Volunteer Fire Fighters Agreement to ensure they are implemented in a consistent manner. Investigate employee complaints as required, interpret the collective agreement and facilitate resolution of employee concerns through mediation and conflict management. Is an active participant within the grievance process.
- 12) Prepare labour cost analysis as required. Coordinate Human Resource annual budget estimates including training and development, payroll and benefits, professional fees and recruitment costs.
- 13) Provide guidance and support to managers regarding performance management and policy interpretation.
- 14) Ensure all human resource matters and documentation is handled in accordance with relevant legislation and internal policies.
- 15) Other duties as assigned.

3.0 QUALIFICATIONS

- 1) University degree in Human Resource Management or related discipline.
- 2) Strong communication, organizational and decision making skills are essential.
- 3) Five to seven years of working within a unionized environment, with progressive experience in the Human Resource function with working knowledge in recruitment and selection; compensation, job evaluation and salary and benefits administration; employee relations; labour relations and grievance administration; Human Resource and program development; Health and Safety; WSIB Claims; and legislative compliance.
- 4) Must have experience in problem solving, negotiating, interviewing, research and time management.
- 5) High proficiency in the use of Microsoft Office.
- 6) Professional designation within a recognized Human Resource organization is an asset.

7) Works well under pressure to manage competing priorities.

4.0 WORKING CONDITIONS

Work is in an office environment on a 35 hour work week with some after-hours work required.