



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
--

<b>JOB TITLE</b>	Human Resources Assistant
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Human Resources
<b>LOCATION</b>	Division Office
<b>REPORTS TO</b>	Coordinator, Human Resources
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

The Human Resources Assistant functions as a generalist providing a full range of human resource services and undertakes a variety of administrative projects and assignments. The incumbent is responsible for the preparation of employee documentation with respect to appointments, applicable correspondence/information packages, and human resources related projects, including the maintenance of the Division’s Human Resources Information System. Independence of judgment and action is exercised in performing routine duties. The incumbent is required to be familiar with federal and provincial statutes, provisions of FTA and USW collective agreements, and Division policies and its regulations in the performance of duties. This is a 12-month position.

**QUALIFICATIONS**

Education

- Diploma in Business Administration with specialization in Human Resources from a recognized educational institution.

Experience

- Three years experience as a human resource generalist.
- Three years experience with an integrated HR/Payroll information system.
- Experience in interpreting and applying federal and provincial statutes, Collective Agreements, and policies relevant to human resources administration.
- Experience working in a unionized and non-unionized environments.

Knowledge, Skills and Abilities

- Knowledge of federal and provincial statutes concerning human resources administration.
- Excellent problem solving skills when providing input into process and procedural improvements.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and database applications (integrated Human Resources/Payroll information system).

- Demonstrated skill in completing projects under strict deadlines and adhering to strict auditing principles.
- Excellent verbal and written communication skills, sensitivity, diplomacy and good judgment to deal with employees on a day to day basis.
- Ability to maintain confidentiality in and outside of the organization.
- Ability to manage time effectively, work with multiple interruptions and deadlines and successfully complete multiple assignments in a fast-paced environment.
- Ability to exercise sound judgment in determining work priorities.
- Ability to work collaboratively with others in a participative environment as well as independently.

## **DUTIES AND RESPONSIBILITIES**

### Administrative

- Provides administrative support to the Coordinator, Human Resources.
- Receives and processes all employee terminations / resignations / layoff / retirements.
- Provides follow-up with administrators on employee terminations / resignations / lay-off / retirements.
- Assists with the preparation of the monthly Personnel Report to the Board.
- Provides assistance to Area Superintendents/Principals/supervisors in various areas of human resources administration in accordance with federal and provincial legislation, provisions of Collective Agreements, Division policies and its regulations.
- Coordinates leaves of absences and premiums for benefits continuance with Payroll.
- Prepares leave letters to employees along with Memo of Understanding for benefits continuance.
- Prepares correspondence using templates and customizes template appropriate to the situation.
- Maintains and updates employee personnel files.

### Recruitment and Selection

- Advertises position vacancies internally and externally and provides assistance with authoring postings.
- Participates in the screening and interview process for selected positions.
- Reviews appointment forms to ensure all required information has been provided
- Generates appointment letters of (e.g. new hire, transfer, leaves of absence) and prepares orientation packages.

### School District System - Integrated Human Resources/Payroll Information System

- Acts as System Administrator for Human Resources functionalities of SDS and liaises with Payroll staff for the continued maintenance of the Human Resources/Payroll Information System.
- Maintains Human Resource functionalities of SDS and processes all personnel changes (e.g. Positions, Leaves, Occupation/Step, Allowances, General Ledger Accounts).
- Provides statistical reports to Area Superintendents/Principals/supervisors regarding attendance, leaves, performance evaluation, staff turnover, professional development.
- Maintains seniority lists for unionized staff.

### Compensation

- Assists the Coordinator, Human Resources in salary administration.

Teacher Certification

- Confirms teacher classifications with Professional Certification
- Applies for Limited Teaching Permits

Coordinates the following Divisional programs

- Employee Recognition Program
- Performance Evaluation Program
- Course Allowances – Support Staff

Performs other duties as assigned.

**CONTACTS**

Division, Area and school personnel.

External agencies, e.g. Manitoba Education Citizenship and Youth, organizations regarding employee award supplies, recruitment agencies, educational institutions

**WORKING CONDITIONS**

General office conditions.

This is a 12 month per year position.

**PHYSICAL AND VISUAL REQUIREMENTS**

Physical demands include lifting filing boxes up to 15 kg.

Visual concentration and repetitive keyboarding tasks approximately 70% of the time.

**EQUIPMENT USED**

General office equipment

Personal computer and a variety of software packages

Integrated Human Resources/Payroll information system

**APPROVED**

	March 9, 2012
---	---------------

Signature, Chief Superintendent

Date

	March 9, 2012
---	---------------

Signature, Secretary-Treasurer

Date

	March 9, 2012
---	---------------

Signature, Human Resources Coordinator

Date