

JOB DESCRIPTION

JOB TITLE	Human Resources (HR) Generalist – Payroll & Benefits Intern
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Human Resources Supervisor
EFFECTIVE DATE	March 2021
SALARY	\$20.00 per hour

GENERAL PURPOSE

[Description of the purpose of the position, why does it exist what are key responsibilities?]

Reporting to the Human Resources Supervisor, the Human Resources Generalist– Payroll & Benefits Intern is responsible for performing confidential administrative functions within the Human Resources (HR) department. The position will work closely with the Human Resources and Corporate Services teams to ensure continuous delivery and improvements in all aspect of the organization’s HR functions, including recruitment and selection, attendance management, health and safety, payroll and benefits administration, and confidential administrative duties.

The HR Generalist will focus on performing the provision of payroll, and the transactional administration of the pension and benefit plan for District of Nipissing Social Services, in accordance with related legislation, policies and procedures.

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

Payroll, Pension and Benefit Administration

1. Assist to process the bi-weekly payroll for both DNSSAB and Housing Operations employees, following each employee group's pay schedule and adhering to both group's CUPE Collective Agreements and non-union policies;
2. Assist to ensure the accuracy of information and adherence to provincial legislation including the Employment Standards Act;
3. Support the administration of the group benefits plan and OMERS pension plan in accordance with prescribed guidelines from Manulife and OMERS;
4. Liaise with departmental personnel to clarify and verify information to ensure employees are paid correctly;
5. When errors are discovered, identify errors to supervisor and work to resolve them as quickly as possible;
6. Assist to process payments for DNSSAB Board of Directors, including stipend payments and monthly Board Honorariums;
7. Assist to prepare the reconciliation for union dues paid by both CUPE Local employees;
8. Assist to prepare annual T4's and T4A's, and provide to employees on a timely basis;
9. Assist to process employee salary changes, promotions, demotions, merit increases and other changes;
10. Support year-end reconciliation processes including OMERS, WSIB and EHT etc.;
11. Maintain confidentiality of all payroll information including existing rates of pay and any changes implemented, disciplinary action and information on the health, financial and personal affairs of all employees.

Health and Safety, Accessibility and Employee Assistance Program (EAP)

1. Provide and organize general administrative support to the management representatives of the Joint
2. Health and Safety Committee (JHSC) for DNSSAB and the Accessibility Committee
3. Monitor the monthly workplace inspection reports and assist to create statistical reports, using
4. incident and injury data, and other relevant workplace health and safety trends as identified by the JHSC;
5. Support the coordination of workplace health, safety, accessibility, EAP and employee wellness
6. initiatives, activities, training and improvements as identified and upon direction;

Recruitment and Selection

1. Support the HR Supervisor with recruitment-related work including: create job bulletins, schedule interviews, create interview questions, score interviews, conduct reference checks, prepare employment offers, prepare on-boarding packages etc.
2. Support the coordination of technical and occupational requirements for new recruitments including, set up new employees in Human Resources Information System (Info-HR), Scheduling Tool profile and HR Downloads, and SharePoint permissions, computer access, email, telephone/cell phone, printer code, swipe card, portal, Citrix key etc.
3. Support the coordination of on-boarding and mandatory legislative training as required;
4. Assist to create statistical reports, using recruitment and training data;

Other Duties

1. Provide general administrative support including: draft letters, photocopy, handle employee medical notes, scan performance reviews in Human Resources Information System (Info-HR), and scan and file other confidential information etc.;
2. Assist to create and maintain new employee personnel files hard copies and/or electronically as required, and archive old files in accordance with the HR retention

policy;

3. Respond to and provide support and solutions to employees on general inquiries utilizing legislation, organizational policies, procedures and collective agreements;
4. Assist to create and maintain all records and databases;
5. Assist to process all HR department invoices, liaise with Finance and outside vendors on inquiries related to HR invoices;
6. Working collaboratively with the HR Supervisor, assist to ensure accuracy of information in Info-HR by performing periodic accuracy audits;
7. Assist with the development and implementation of HR programs in accordance with the needs of the DNSSAB and/or corporate expectations;
8. Assist to compile and prepare reports and/or supporting information to be used by the Director of Corporate Services, and the senior management team in making decisions, such as: hours, accumulated sick credit liability, vacation usage etc.;
9. Support special initiatives, activities and projects that support staff development and workplace health and wellness;
10. Perform project work for the Director of Corporate Services.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Post-secondary diploma program in Human Resources Management, Payroll Administration, or Business Administration;
- Excellent interpersonal skills, including excellent oral and written communication skills;
- Excellent organizational and time management skills with demonstrated attention to detail to ensure successful completion of tasks while providing excellent service;
- Ability to manage daily workload, multi-task and set priorities to meet required deadlines while managing competing demands in a fast-paced environment;
- A self-starter, with ability to work with all levels of the organization;
- Ability to work both independently and co-operatively as member of a team;
- Working knowledge of MS SharePoint, and Office suite of programs is required;
- Ability to maintain and respect confidentiality;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required;
- A valid Ontario driver's license and a vehicle for use on the job.

COMPENSABLE FACTORS

COMPLEXITY / JUDGMENT

[The decision-making aspects of the position, the variety and relative difficulty of the material or information upon which decisions are based and the use of knowledge and experience in making the decisions.]

Work is generally standardized.

EDUCATION AND SPECIFIC TRAINING

[The level of formalized knowledge required to satisfactorily fill the position – such knowledge is most commonly acquired as a result of time spent in schools, colleges and universities / today's levels and standards are utilized – Education and Work Experience are rated together.]

Post-secondary diploma.

EXPERIENCE

[The length of time required to learn, under instruction or guidance is measured along with the essential techniques and skills the job calls for / work experience is gained on the job under consideration, on prior jobs where the same or more elementary principles and techniques are used and on related jobs where the required body of knowledge can be built up – this is assuming the “incumbent” starts with the education level specified in the Education factor.]

Must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.

INDEPENDENCE OF ACTION

[Reflects the amount of direction and control received from either personal supervision or standard practices and precedents – also considers ingenuity, creativity and original thought required in the job.]

Works under occasional supervision.

RESULTS OF ERRORS

[Considers the extent of losses to the organization – such losses may result from mistakes occasioned by insufficiently considered decisions or judgements – only in lower level positions is consideration given to carelessness / results of errors is also used to evaluate responsibility for the safety of others.]

May cause inaccuracies in reports and records.

CONTACTS

[Contacts refers to the relative importance to the organization of necessary personal relationships of the position holder to others / the contacts can be internal to the organization and external.]

Requires tact to discuss problems, submit reports, and make recommendations.

CHARACTER OF SUPERVISION

[Considers the degree, kind and intricacies of supervisory responsibility – such responsibilities may involve direct functional direction as in “line” positions or advisory responsibilities as in “staff” relationships]

No supervisory responsibility.

SCOPE OF SUPERVISION

[Appraises the size of the direct line responsibilities measured in total number of persons supervised.]

No supervisory responsibility.

PHYSICAL DEMANDS

[Considers the degree and severity of exertion associated with the position.]

May require considerable visual attention and/or mental concentration.

WORKING CONDITIONS

[Evaluates the disagreeableness of the job environment from the employee’s standpoint – it includes the degree of health hazard and any aspects of necessary travel occasioned by the job.]

Mostly inside and limited travelling.