

JOB DESCRIPTION

JOB TITLE	Human Resources (HR) Supervisor
DEPARTMENT / PROGRAM AREA	Human Resources (HR)
REPORTING TO	Director of Corporate Services
EFFECTIVE DATE	January 2022
SALARY	Band 6

GENERAL PURPOSE

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

Reporting to the Director of Corporate Services, the HR Supervisor is responsible for providing practical, consistent, and proactive HR support and direction on a full range of HR programs and activities in support of the DNSSAB employees and management. The HR Supervisor advises employees and management on HR procedures, policies, best practices, and legislation to facilitate and achieve the strategic objectives and goals of the organization. This role will have a primary focus on employee and labour relations, recruitment and selection, professional development and disability management.

The HR Supervisor supervises the HR Representative and acts as their back-up during peak work periods and scheduled vacation.

KEY ACTIVITIES

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

Recruitment, Selection and Training

1. Coordinate the recruitment and selection of all union positions and all non-union positions below the rank of manager, including: preparing, seeking CAO approval and posting bulletins, preparing interview questions and assessments in collaboration with department management, screening applicants, participating in panel interviews, conducting reference checks, and tracking recruitment and selection results. The HR Supervisor may delegate some duties to the HR Representative;
2. Collaborate with management to confirm position requirements and proposed strategy, sets expectations and ensures the right resources and solutions are in place to meet these needs of the department;
3. Create on-boarding package and conduct initial new hire orientation with new employees to ensure legislatively required training and internally mandated corporate training is completed;
4. Provide training and support to new recruitments on the HRIS and SharePoint (maintenance, cleaning requests, technical requests etc.);
5. Coordinate and monitor mandatory legislative training as required and continually measures its effectiveness;
6. Identify, collaborate, and provide input to create efficiencies for the recruitment process and related recruitment programs for the organization;
7. Monitor labour legislation and keep current on the latest recruitment process. Implement required changes to keep the recruitment processes compliant;
8. Identify and attend networking activities such as career fairs, professional association meetings, and collaborating with local Universities and Colleges;
9. In collaboration with the Director of Corporate Services, ensure all job descriptions are kept up to date and assist to create new job descriptions as required;
10. Ensure all staff receive annual performance reviews in accordance with corporate policy and monitor probationary periods.

Supervision of Payroll and HR Reporting

1. Supervise and provide documentation to the HR Representative to support bi-weekly payroll (including information related to new hires, position changes, salary information, etc.);
2. Oversee the payroll function to ensure payroll data is accurate and complies with to the appropriate Collective Agreement and applicable legislation; identify errors and flag missing information;
3. Ensure all payroll payments have been duly authorized; liaise with departmental personnel to clarify and/or verify information on incorrectly completed data input; advise supervisor on proper procedure;
4. Oversee Board Honorarium payments and ensure they are accurate and comply with the Board Honoraria, Absenteeism and Expenses Policy on a monthly basis;
5. 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;
6. Report vacation accruals and sick leave balances to the Director of Corporate Services at the end of the calendar year.

Disability Management and WSIB

1. Liaise with both supervisors and employees when an employee has been absent for more than 3 and/or more than 5 days, monitor medical documentation and return to work dates;
2. Regularly and respectfully communicate with employees on sick leave;
3. Work with LTD adjudicators and WSIB to ensure timely submission of application

documentation; 4. Contact the employee, their health professionals, and/or their direct manager to gather information and formulate recommendations on return to work strategies; 5. Coordinate with Insurance Carrier and HR Representative to ensure payments are made adhering to legislation and/or the collective agreement, and/or arrange coordination of benefits; 6. Ensure and maintain compliance within Occupational Health and Safety Act (OHSA), Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Workplace Safety and Insurance Act (WSIA) as well as employment and other related legislation; 7. Receive incident reports, completes WSIB Form 7's for workplace injuries and notifies the JHSC of incidents or accidents; 8. Approve requests for reimbursements for medical documentation and healthy living benefit.	
Labour Relations	
1. Sit on the Labour Relations Committee, and maintain records of meetings; 2. Support the Director of Corporate Services in preparation for and during bargaining by drafting proposals, costing proposals, preparing memorandum of settlement, drafting council report, and preparing new collective agreements; 3. Respond to stage 1 and 2 grievances when requested and provide support with respect to stage 3 grievances, mediations, and arbitrations; 4. Provide guidance and expertise to management and employees in interpretation of the collective agreement language, legislation, corporate policies and best practices; 5. Develop and maintain productive and collaborative relationships throughout the DNSSAB and NDHC; demonstrates professional credibility and confidentiality at all times; 6. As a trained workplace harassment investigator, conduct investigations into workplace complaints of personal or sexual harassment, under the guidance of the Director of Corporate Services.	
Other Duties	
1. Serve as backup to the HR Representative as required, by completing Board related processes and/or requests from the CAO; 2. Support special initiatives/projects such as staff development day and healthy workplace events; 3. Approve various HR and/or organizational program initiatives payment requests from staff through the portal; 4. Ensure portal payment requests are accurate and comply with the Collective Agreement, applicable legislation and/or corporate policies; recognizes and corrects errors and missing information.	
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

- Two year post-secondary diploma in HR Management or CHRL designation is preferred. Post-secondary diploma in Office Administration or an acceptable combination of education and work experience is required, with a commitment to pursuing a post-secondary diploma in HR Management;
- Minimum of three years of HR, payroll and labour experience, preferably within a public sector organization;
- Supervisory experience, and accreditation as a workplace harassment investigator, is considered an asset;
- Knowledge of the Ontario Human Rights Code, Employment Standards Act, Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act, Ontario Pay Equity Act, and other related legislation;
- Demonstrated understanding of financial concepts including experience processing payroll;
- Working knowledge of HRIS systems, MS SharePoint, and Office suite of programs is required, knowledge of InfoHR is considered an asset;
- Demonstrated ability to handle sensitive and contentious issues with tact and respect;
- Excellent interpersonal, organizational, and presentation skills including excellent oral and written communication skills;
- Ability to maintain confidentiality;
- Ability to manage daily workload, set priorities and meet required deadlines while managing with completing demands;
- Ability to work both independently and co-operatively as member of a team;
- A self-starter, with ability to work with all levels of the organization;
- Ability to multitask and prioritize workload in a fast-paced environment;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required;
- Working knowledge of processes and practices of municipal government is considered an asset.

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 diversified and complex.

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.]

Two year college 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.]

Over two years of experience

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 general direction and guidance.

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.]

Errors could cause substantial losses.

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]

Has full responsibility for a small unit of organization in which supervisory duties may not be full time.

SCOPE OF SUPERVISION

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

Not more than 3 assistants.

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.