



JOB DESCRIPTION

JOB TITLE	Human Resources (HR) Representative
DEPARTMENT / PROGRAM AREA	Human Resources
REPORTING TO	Human Resources Manager
EFFECTIVE DATE	February 2024
SALARY	Band 3

JOB SUMMARY

Reporting to the Human Resources (HR) Manager, the HR Representative is responsible for the coordination of the full recruitment and selection cycle, including onboarding and offboarding activities of the DNSSAB. The HR Representative will support the recruitment plans of the organization including networking initiatives through industry contacts, association memberships, trade groups, attending job fairs or other community employment enhancing activities. This position will assist in the coordination of HR activities of the DNSSAB, ensuring adherence to provisions of applicable collective agreements, internal operating policies and procedures and legislation

The HR Representative works closely with the HR and individual department teams to ensure continuous delivery and improvements in all aspect of the organization's HR functions, including payroll and benefits administration, attendance and disability management, health and safety, accessibility, and other duties as required. As a member of the HR team, the HR Representative provides confidential HR administrative support to the HR department, demonstrates excellent customer service skills in interactions with staff at all levels, and acts as a back-up to the HR Generalist and Payroll and Benefits Administrator positions.

JOB DUTIES AND RESPONSIBILITIES

Recruitment and Selection

- Support the HR Manager with recruitment-related work including: create job bulletins, schedule and conduct interviews, create interview questions, score interviews, conduct reference checks, prepare employment offers, prepare on-boarding packages etc.;
- Coordinate technical and occupational requirements for new recruitments and departing employees including: HRIS profile, SharePoint permissions, computer access, email, softphone, printer code, ID badge, portal, server access etc.;
- Coordinates the on-boarding, mandatory legislative training and other organizational training as required;

- Support the HR Manager to coordinate training programs as identified by the organization;
- Attend networking activities such as career fairs, professional association meetings, and collaborate with local Universities and Colleges;
- Assist to create statistical reports, using recruitment and training data.

Payroll, Pension and Benefit Administration

- Assist to process the bi-weekly payroll for both DNSSAB and Nipissing District Housing Corporation (NDHC) and Paramedic Services employees, following each employee group's pay schedule and adhering to both group's CUPE Collective Agreements and non-union policies, including processing Board of Directors stipend and monthly Board Honorariums;
- Assist to process employee salary changes, promotions, demotions, merit increases and other changes, and set up new employees in INFO-HR, and assist to compile and prepare reports as needed. e.g. sick leave, vacation entitlement etc.;
- Support the administration of the group benefits plan and pension plan in accordance with prescribed guidelines from Manulife and OMERS, including enrolment, buy-back, pension calculations, monthly remittances, annual reconciliation, monthly benefit carrier review to ensure appropriate level of benefits are reflected etc.;
- Support monthly and year-end processes including union dues/union business invoice, OMERS, WSIB and EHT reconciliations and preparing annual T4's and T4A's and Records of Employment (ROE), and providing to employees on a timely basis;
Perform reports and calculations directed by the HR Manager or Director of Finance and Administration, specifically when looking at situations such as retirements, terminations and legal settlements;
- 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

Disability Management and WSIB

- Assist the HR Manager in working with employees, management, and other key stakeholders (e.g. insurance company WSIB, medical professionals etc.) in all aspects of attendance and disability management, including preparing correspondence regarding submission of application documentation, status of claims, accommodations and return to work plans;
- Assist to coordinate WSIB claims and complete WSIB Form 7's for workplace injuries and notify the JHSC of incidents or accidents as directed by the HR Manager;
- Assist to coordinate with insurance company of active claims to ensure payments are made adhering to legislation and/or the collective agreement, and/or arrange coordination of benefits.

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

- Provide general administrative support to the management representatives of the Joint Health and Safety Committee (JHSC) for DNSSAB and the Accessibility Committee;
- Assist to create statistical reports, using incident and injury data, and other relevant workplace health and safety trends as identified by the JHSC;
- Support the coordination of workplace health, safety, accessibility, EAP and employee wellness initiatives, activities, and improvements as identified and upon direction of the HR Manager;
- Assist to develop, coordinate and enhance the Health and Safety Programs through identifying safety training needs, assisting in the development of safety policy and work procedures and working with the Joint Health and Safety committee to ensure compliance with safe work Regulations.

Additional Responsibilities

- 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.;
- Assist to create and maintain all records and databases, perform periodic audits, and create statistical reports and/or supporting information to be used by the senior management team in making decisions;
- Maintain employee personnel files hard copies and/or electronically as required, and archive old files in accordance with the HR retention policy;
- Respond to and provide support and solutions to employees on general inquiries utilizing legislation, organizational policies, procedures and collective agreements;
- Process HR department invoices as required, and liaise with Finance and outside vendors on inquiries related to HR invoices;
- Assist to develop, coordinate, enhance and implement HR programs in accordance with the needs of the DNSSAB, corporate expectations and/or legislative requirements;
- Ensure and maintain compliance in accordance with employment and other related legislation, including the Occupational Health and Safety Act (OHSA), Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Workplace Safety and Insurance Act (WSIA);
- Perform project work for the CAO and other duties as assigned;
- Maintain confidentiality of all HR information related to employees, payroll, benefits, disability, medical information, discipline, performance etc.
- **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, Payroll Administration or related acceptable program is required;
- One year of HR and payroll administration experience in a multi-faceted environment, preferably within a public sector organization;
- Knowledge of the Employment Standards Act (ESA) and other related legislation, including the Occupational Health and Safety Act (OHSA), Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Workplace Safety and Insurance Act (WSIA), the Ontario Human Rights Code, and the Freedom of Information and Protection of Privacy Act;;
- Demonstrated understanding of basic financial concepts including direct experience processing payroll an asset;
- Working knowledge of HRIS systems, MS SharePoint, and Office suite of programs is required. Experience with payroll software is considered an asset;
- Excellent interpersonal, organizational, and presentation skills including excellent oral and written communication skills;
- Strong team player and customer service oriented with the ability to working independently and with all levels of the organization and follow up skills;
- Demonstrated professionalism when dealing with confidential and sensitive information;
- Ability to manage daily workload, set priorities, meet required deadlines and follow-up accordingly in a fast-paced environment while managing with completing demands;
- Strong problem solving and analytical skills; meticulous attention to detail;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required;
- Valid Ontario Driver's License and a vehicle available for use on the job.