

**DEFINITION**

Under the supervision of the Senior Manager of Human Resources, the incumbent is responsible for updating and maintaining Human Resources records, information systems and data bases. The HR Assistant maintains frequent contact with employees, other government agencies and the public. The incumbent has close working relationships with all Human Resources, Payroll and Safety staff, and develops reports and provides information to Corporate Services and other District Directors and staff.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Administers the efficient operation of the Human Resources data bases as the Subject Matter Expert.
- Seeks necessary assistance when development and maintenance issues require further expertise.
- Performs a variety of technical duties to modify and maintain accurate, up to date employee records.
- Enters all mass salary and wage changes, ensuring a high level of accuracy is achieved.
- Maintains, monitors, calculates and adjusts items and information in the Human Resources information system (HRIS) related to payroll records, position and job information, work schedules, leaves of absence, leave entitlements, seniority, performance reviews, and other information pertinent to personnel activities.
- Processes all employee changes including new hires, promotions, job evaluation changes, status changes, leaves of absence, layoffs, terminations, etc.
- Assists employees, new hires, and other departments with issues relating to personnel records, compensation, entitlements and related topics.
- Maintains the scheduling of a variety of reports, including seniority.
- Prepares and runs reports to support negotiations or other projects as requested.
- Liaises with payroll on a regular basis regarding coordination of data changes.
- Prepares and submits WCB reports, answers inquiries and monitors employee time loss.
- Answers WorkSafeBC inquiries and District Safety inquiries regarding hours of work and earnings.
- Updates the Corporate Services / Payroll shared WorkSafeBC spreadsheet.
- Investigates inquiries or reported errors regarding employee leaves, rates of pay and entitlements, resolves issues, and follows through with appropriate action.
- Initiates, prepares and distributes a list of performance appraisals due to Directors and Managers, and updates the HRIS system when performance appraisals have been completed and returned to Human Resources.
- Answers a variety of inquiries from employees and the public.
- Provides survey and statistical data.
- Produces form letters, and other correspondence.
- Carries out research projects assigned by the Senior Manager or Director.
- Performs other related duties as required.

**REQUIREMENTS:**

- Grade 12 graduation or equivalent, plus one year Post Secondary Certificate.
- Knowledge of human resources processes, procedures, and documentation.
- Two years of experience performing similar duties including data entry, system maintenance, record keeping, complex mathematical calculations and general administration of personnel functions.
- Knowledge of principles and practices of payroll (preferably one (1) year payroll experience).
- Proficient with MS Office Suites for word processing, spreadsheets, email systems and database applications.