

ROLE SUMMARY

Under the direction of the Senior Manager of Human Resources and working in collaboration with all other Human Resources staff, this confidential administrative and public contact position requires the accurate and efficient administration of a variety of programs and/or policies. As the first point of contact for the Human Resources Division, considerable independence in judgement when providing information, coordinating and administering tasks related to programs, and establishing priorities is necessary in order to meet operating requirements and established objectives. This position is responsible for the posting of all positions using the internal Human Resources Information System (HRIS) Recruitment module and external sources, and works interchangeably with the HR Assistant, Compensation, Systems & Records.

QUALIFICATIONS

- Grade 12, supplemented with a human resources certificate, completion of first year public administration diploma program, or equivalent years of Human Resources experience.
- Minimum of five years' experience in a senior clerical position or three years progressively complex experience in a human resources office, including:
 - One year's experience with Human Resources Information System data entry, system maintenance, record keeping, complex mathematical calculations and general administration of HRIS functions.
- An equivalent combination of education and experience may be considered.
- Ability to type rapidly (minimum 50 wpm) and accurately, and to edit correspondence and correct grammar and punctuation.
- Ability to take minutes and compose correspondence.
- Proficiency in the use of Microsoft office, or comparable word processing experience including spreadsheets.
- Proficiency in the use of JD Edwards HRIS strongly preferred.

Major Accountabilities

- Provides general HR information to the public and staff in person, by telephone and by e-mail.
- Administers the recruitment process by receiving and processing job requisitions in the HRIS recruitment module, preparing advertisements, posting on Saanich and Government-specific websites, establishing competition files, recording seniority, providing relevant correspondence eg. relocation expense information and preparing appointment letters.
- Assists the HR Recruiter and District Managers as needed by scheduling candidate testing and interviews, arranging test and interview locations, monitoring candidate testing time, and reference checking as assigned.
- Maintains the Recruitment database.
- Maintains, monitors, calculates and adjusts items in the HRIS related to payroll records, position and job information, hours of work, leaves of absence, leave entitlements, seniority, performance reviews, and other information pertinent to personnel activities as required.
- Assists with processing employee changes including new hires, promotions, job evaluation changes, status changes, leaves of absence, layoffs, terminations, etc.
- Prepares and runs a variety of reports from the HRIS system to support negotiations, collective agreement commitments or other projects on a regular basis.
- Assists the Managers, Advisors, or Associate in the delivery of assigned human resource programs and in the function of assigned committees, including scheduling, communication and minute-taking.
- Supports the Municipal Training Program by preparing advertising, updating the calendar, registering participants, and processing payments for tuition reimbursement within the District's Finance system.
- Initiates and maintains procedures for the administrative operation of the Human Resources office, acts as the Division's Records Liaison Representative and assists with compilation and preparation of data for special projects as required.
- Provides a variety of clerical services, including updating the Division website, ordering and maintaining stationery and office supplies, receiving and distributing electronic and physical mail, processing cheque

requisitions and reconciling Purchasing Card records.

- Coordinates the Annual Retirement and Long Service Awards Banquet by contacting and scheduling caterers and contractors, purchasing gifts, and keeping accurate records of costing. Prepares all long service and retirement recognition letters and purchases gifts during the year preceding the banquet.
- Provides support to the Senior Manager, Human Resources including recording and maintaining statistics, preparing letters for large mail merges on a regular basis. Maintains the Division's filing system
- Performs other related duties as required.