

HR Coordinator – Systems & Administration

Role Summary

Under the direction of the Team Leader, HR Systems and Processes, this confidential administrative support position is responsible for updating and maintaining Human Resource records, information systems, databases, and processing claims and reports relating to sick leave, leave banks and long-term disability. The incumbent maintains ongoing contact with employees, managers, Payroll and Occupational Health & Safety (OHS) areas, and various other entities including, but not limited to: third-party service and benefit providers, other government agencies and the general public. The HR Coordinator also creates various information and statistical reports on a recurring or ad-hoc basis.

Qualifications

- Grade 12 graduation plus one-year post-secondary course work in a related field such as: administration, human resources, pay and benefits, etc;
- Three years of human resources experience in a unionized environment including one year of recent experience (within the last 3 years) directly working with a human resource information management system;
- Experience with benefits administration and/or payroll is an asset; and
- Proficient with MS Office or comparable business software applications.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Able to carry out the duties of the position in accordance with Freedom of Information and Protection of Privacy Act (FIPPA previously FOIPOP);
- Knowledge of human resource policies and procedures;
- Knowledge of employee illness and injury (short and long-term) leave processes and procedures;
- Knowledge of computer applications, databases and reporting capabilities;
- Knowledge of employment contracts (e.g.: Terms and Conditions of Employment, collective agreements) and associated processes related to the administration of employee benefits, entitlements, leave, and compensation;
- Ability to maintain accurate electronic and paper-based records, files and reports;
- Proven ability to prioritize work, problem-solve, work independently or as an effective team member, exercise initiative, maintain calm during periods of high volume, multitask and work with frequent interruptions on a daily basis, and ability to work in and adapt to a changing environment;
- Accurate keyboarding and administrative support skills; and
- Ability to manipulate, summarize or report on data using complex formulas.

Major Accountabilities

- Administers the effective operation of the Human Resources Information Management System (HRIMS) as a subject matter expert;
- Calculates, inputs, and updates Human Resources information such as leaves, probation, benefit eligibility, increments, absences, evaluations etc. into the District's HRIMS ensuring accuracy and meeting established deadlines;
- Acts as a primary liaison for routine HR matters and answers a variety of employment related queries from employees and external inquirers, provides guidance on human resources

procedures, basic collective agreement or benefits administration questions and other related information;

- Investigates inquiries or reported errors related to information within the HRIMS and follows through with appropriate action;
- Ensures information in the HRIMS is accurate and available to payroll within necessary timeframes for processing employee pay;
- Maintains and schedules a variety of HR-related statistical and information reports, including seniority, to support various Division, Department, and Corporate initiatives;
- Supports the HR, Specialist, Disability Management and Wellness and the HR Consultants by processing and reporting disability or absence management issues;
- Processes employee illness/injury claims related to employee sick time;
- Responds to information requests and requirements from insurers, rehabilitation providers, managers and employees, including WorkSafeBC;
- Answers WorkSafeBC inquiries and District OHS inquiries regarding hours of work and earnings;
- Creates form letters and other correspondence as necessary;
- Completes, or assists with, human resource-related projects as assigned; and
- Performs other related duties as required.

Revision Date:	
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Dept Head Signature:	Date: