



Human Resources Specialist (Non-Union) Competition # 16-19

As a team member in the Human Resources Department, the Human Resources Specialist will report to the Director of Human Resources. This position focuses on the day to day operation of the Human Resources department and assists the Director of Human Resources in the recruitment process of new employees. The Human Resources Specialist is also responsible to administer staffing changes within the organization, maintain positive labour relations and administer the Accommodations process. This employee must demonstrate a strong ability to be discreet and maintain the confidentiality of all employee information.

MAJOR JOB RESPONSIBILITIES:

- Assist in the recruitment process of employees by posting positions, setting up and participating in interviews, preparing interview packages and conducting reference checks.
- Manage the orientation program for all new employees
- Conduct retention meetings with new hires following 3 months of employment
- Administer all changes to employee status and employee departures, including updating of the full-time equivalent report
- Manage the Accommodation process according to the HR policies and procedures as well as the Collective Agreement
- Manage Maternity and Parental leaves of absence, and inform payroll and administration staff as required
- Upon employee departure from the organization, ensure prompt communication to the payroll department for the preparation of Records of Employment, vacation and overtime payments, if applicable
- Ensure data entry and management of information in the HRIS with regard to new hires, status changes, maternity leaves, departures and overtime
- Create, update/maintain job descriptions
- Interpret and implement the appropriate steps in order to respect the various articles of the collective agreement
- Participate in the preparation for collective bargaining
- Ensure HR website development on intranet, including updating and maintaining the site with information regarding the Human Resources department
- Coordinate and administer HR Policies/Procedures review and updates
- Process changes in vacation entitlements as required and communicate same to employees

- Complete and submit quarterly Statistics Canada Mandatory Employment Survey
- Ensure distribution, completion and submission of employee annual accountability statements
- Other related duties as requested by the Director of Human Resources.

QUALIFICATIONS/ABILITIES:

- Bachelor's degree or college diploma related to the functions of this position
- Two (2) to five (5) years related experience in human resources
- Excellent knowledge of Microsoft Office: Excel, PowerPoint, Word and Internet programs
- Excellent communication in English (verbal and written) and knowledge of the French language is an asset
- General accounting skills and demonstrated affinity with numbers
- General knowledge of the *Ontario Employment Standards Act* and other related legislation (such as *Human Rights* and *OHSA*)
- Must show good judgement in applying organizational policies and procedures as well as the current collective agreement
- CHRL designation is desirable
- Ability to work as a team member
- Excellent customer service
- Demonstrated ability to plan, organise and analyse
- Proven ability to influence others
- Leadership and initiative
- Ability to train employees as required

Interested applicants are asked to submit their application for this position through our website: www.cassdg.ca/en/the-society/careers/employment-opportunities

We comply with the AODA (Accessibility for Ontarians with Disabilities Act). If you require accommodation at any time throughout the application process, or if this information is required in an accessible format, please contact us.

We thank all interested applicants; however, only qualified applicants will be contacted for an interview.