

DTR Job Description



Position Title: Specialist, Human Resources

Department: Community Services and Human Resources

Reports To: Director, Community and Human Resources

Date: February 1, 2022

Job Purpose/Summary:

Reporting to the Director, the Human Resources Specialist will be responsible to maintain employee records and will monitor human resources related documentation to ensure accuracy and consistency. This role will provide advice to employees and managers on the interpretation of human resources policies, compensation and benefit programs, Employment Standards, and the collective agreement. The role will also assist the Director with other functions including Full-Cycle Recruitment, New Hire Orientation, Employee Relations, Training & Development, Benefit Administration, and Wellness Programs (Disability, Return to Work, and Workers Compensation, etc).

Examples of Work:

The Specialist, Human Resources will:

- Maintain accurate, up-to-date, and complete employee records;
- Monitor human resources related documentation to ensure accuracy, consistency, and relevance;
- Advise employees and managers on the interpretation of human resources policies, compensation and benefit programs, and the collective agreement;
- Ensure compliance with relevant employment and occupational health and safety legislation;
- Draft memoranda, correspondence, policies, reports, proposals, job descriptions, policies, and other employment documentation;
- Prepare and post notices and advertisements, and collect and screen applications;
- Perform orientation/onboarding of new hires and coordinate the training and development of all employees;
- Perform candidate selection functions including screening applications, evaluating candidates, preparing interview questions, and references checks, preparing job offers, and regretting candidates, etc;
- Implement employee/personnel programs;
- Maintain human resources information and related records systems in compliance with applicable legislation;
- Stay apprised of compliance requirements and industry best practices, recommend changes or modifications to

Knowledge, Skills and Requirements:

Trainee/Intern:

The District welcomes applications from individuals who are passionate about people and organizational support and are committed to professional development.

Education/Qualifications:

- Degree in Human Resources, Business or Public Administration or related field;
- Certified Human Resources Professional (CHRP); and
- Three (3) years of related experience;
- Equivalent combination of experience and education will be considered.

Trainee/Intern option will be considered.

Job Requirements:

- Knowledge of applicable employment and health and safety legislation;
- Ability to interpret and implement company policies and procedures;
- Ability to effectively communicate both verbally and in writing;
- Ability to prioritize and manage conflicting demands;

existing policies and programs to remain in compliance, and adopt best practices where feasible;

- Participate in professional development activities to improve knowledge and skills;
- Conduct exit interviews with resigning employees to gain a more in-depth understanding as to why they are resigning; and
- All other duties as required.

A SATISFACTORY CRIMINAL RECORD CHECK MUST BE COMPLETED

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Other information:

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed at any time at the discretion of management. **Changes will not be considered a breach in employment contract.**

Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety
- Integrity
- Personal Responsibility
- Team Work
- Respect
- Inclusiveness

- Ability to work individually as well as part of a team;
- Demonstrated time management skills;
- Flexibility and strong interpersonal skills that allow one to work effectively in a diverse environment;
- High level of integrity and work ethic;
- Knowledge of and exposure to a range of human resources activities, including: recruitment, orientation, training, benefits, performance management, employee relations, and employee communications; and
- Strong sense of ethics and the ability to process sensitive or confidential information, with tact and discretion.

Competencies:

- Confidentiality;
- Attention to Detail;
- Client/Employee Focus;
- Commitment to Health and Safety;
- Conflict Management;
- Cultural Sensitivity and Inclusion;
- Organization;
- Problem Solving; and
- Professionalism

Working Conditions:

- Extended periods of sitting;
- Interaction with others under varying circumstances-including situations of a highly sensitive nature;
- Working in a busy office environment with frequent interruptions;
- Interaction with employees, management, and the public; and
- Attendance and conducting of meeting and presentations.