

Town of Wasaga Beach



JOB DESCRIPTION

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| Department: Corporate Services | Division: Human Resources |
| Effective Date: March 15, 2024 | Revision Date: |
| Approved By: Director, Human Resources | Wage Range: \$34.65 - \$40.53 |
| Hours of Work: 35 Hours; 8:30 a.m.-4:30 p.m. (2023 hours) | Value Group: 5 |

JOB TITLE:

Human Resources Coordinator

REPORTS TO:

Human Resources Advisor – Health & Safety

SUBORDINATE POSITIONS:

None

JOB PURPOSE:

This role will provide exceptional customer service to the staff and general public pertaining to the services provided by Human Resources.

Provide administrative assistance to the Human Resources Division with a focus on supporting recruitment & selection, payroll, employee orientation, HRIS administration, health and safety, and records management.

TASKS:

% of Time

- 1. Customer Service/Administration** **30%**
 - Respond to HR services enquiries (in-person, phone and electronic) and direct questions/information to appropriate staff as necessary;
 - Act as first point of contact for external enquiries;
 - Prepare departmental correspondence, including emails, letters, invoices, reports, etc.;
 - Compile data, statistics and other information to support research activities;
 - Initiate and respond to surveys, interpreting and consolidating data;
 - Assist with the review and creation of division documents including policies and procedures, job descriptions, editing and updating as directed;
 - Record and prepare minutes of meetings as required;
 - Assist with grant applications;

- Maintain confidentiality and exercise discretion in a professional manner.
- Support the administration of the Town's performance management program, including: acting as main point of contact, management and distribution of materials, documenting training needs;
- Support labour and employee relations initiatives, including setting up investigation meetings, preparing files, preparing agendas and performing meeting minutes.

2. Recruitment/Onboarding 25%

- Prepare competition files; prepare, coordinate and distribute postings and advertisements; and update social media.
- Assist with the recruitment and selection process as required;
- Support the interview process including: scheduling of interviews, conduct pre-interview questionnaires, following up with unsuccessful candidates as needed;
- Conduct reference checks;
- Prepare offer letters and initiate onboarding process (advising IT; departmental orientation, etc.)
- Collect and ensure completeness of employee information including forms and documentation for administration of payroll, benefits and pension;
- Coordinate and assist in conducting employee orientation;
- Prepare new hire packages as required.

3. Payroll 15%

- As the primary back up to payroll, conduct an accurate and timely processing of payroll at a minimum of one in four pay periods that includes:
 - Prepare and download/distribute employee pay stubs, completion of necessary paperwork and submit remittance information to Treasury for punctual payment (WSIB and CRA);
 - Maintain payments for OMERS, EHT and RRSP remittances, including OMERS leave purchases.
 - Complete, process and maintain all payroll related claims and forms (WSIB, insurance, EFAP, ROE's, T'4's, etc.);
 - Set up new employees in payroll and HRIS systems;
 - Check and input hours submitted by all departments; verify and import HRIS;
 - Verify employee vacation/sick time/banked time allotments and requests;
 - Process reports needed to complete payroll process, filing reports, and maintaining payroll files;
 - Assist in producing monthly reports (ie. sick leave, vacation time, unpaid leaves, overtime, etc.);
 - Monitor existing sick benefits and short term disability usage;
 - Assist in initiating disability claim paperwork and disability tracking as required;
 - Administer staff computer purchase plans and RRSP purchase plan, including tracking of all payments that are processed by Treasury;
 - Assist employees with payroll related questions or concerns.

4. Health & Safety Programs 15%

- Assist in the delivery of health and safety (H&S) programs including update standard operating procedures, wellness initiatives, H&S research, accommodation/return to work plans, etc.;

- Assist to maintain H&S training database including on-line training;
- Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines.

5. Records and Process Management 10%

- Ensure employee files, including training records are complete and up-to-date;
- Maintain Human Resources records and files in keeping with the corporate record management system;
- Maintain and update databases and manual information filing systems as required;
- Assist to create and/or revise process flows, procedures and forms (including digital/on-line) as required.

6. Other 5%

- Back up for Human Resources/Health & Safety Advisor;
- Take initiative to drive continuous improvements through identifying system and process enhancements to improve the efficiency and quality of services;
- Primary back up for Payroll & Benefits Coordinator;
- Assist with other division and corporate projects (e.g., employee engagement survey, etc.) as required.

QUALIFICATIONS / EDUCATION:

- Enrolled in (or recent graduate) of a post-secondary institution with studies primarily related to Human Resources, Business Administration or a related discipline;
- Practical experience in Human Resources required;
- Familiarity with applicable legislation including Employment Standards Act, Occupational Health & Safety Act, Workplace Safety & Insurance Act, Accessibility for Ontarians with Disabilities Act, Pay Equity Act, Labour Relations Act, etc.;
- Effective administrative, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public, staff and Council members;
- Strong communication skills, including verbal and written;
- Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and judgment particularly when handling confidential/sensitive information;
- Ability to exercise initiative and personal integrity;
- Proficient knowledge of Microsoft Office 365 (e.g., Word, Excel, Outlook, PowerPoint, Teams, etc.), SharePoint, database management, and office equipment. Familiarity with an HRIS and intranet an asset;
- Ideally possesses a valid Class 'G' Driver's license and reliable vehicle for corporate business use, with an ability and willingness to travel within the community as required;
- Ability to provide a current, appropriate criminal records check, valid Ontario drivers' license and driver's abstract upon hire;
- Ability to contribute to a team dynamic in a positive manner.

PROFESSIONAL DESIGNATION:

N/A

EXPERIENCE:

Three (3) year previous related job experience, one (1) year on the job, four (4) years total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Employee (please print name & sign)

Date

HR/Manager (please print name & sign)

Date

Department Head (please print name & sign)

Date