

## SCHOOL DISTRICT NO. 62 (SOOKE)

**TITLE: HUMAN RESOURCES ASSISTANT**

### **QUALIFICATIONS:**

1. Grade 12 graduation and formal post-secondary administrative/secretarial training;
2. At least four years recent and relevant experience in Human Resources administration;
3. Possession of/or ability to obtain CPHR;
4. Thorough working knowledge of Human Resources practices and procedures including familiarity with collective agreement language and terminology;
5. Thorough working knowledge of the use of HR information systems (HRIS);
6. Keyboarding/Typing at 65 words per minute;
7. Advanced knowledge of relevant software programs, including the ability to import/export data between programs, (Windows, atrieve software, Word, Excel, Apply to Education, Open School BC and the Teacher Regulation Branch as applicable), as well as familiarity with host and internet-based computer applications and district/ministry policies and procedures;
8. Ability to operate and perform basic troubleshooting on all office machines and equipment;
9. Ability to plan, organize and establish effective office procedures;
10. Excellent knowledge of business English, spelling, grammar, punctuation and general office practices;
11. Able to get along well with people and to use tact, diplomacy and persuasion to resolve problems or obtain services in a highly confidential and sensitive environment;
12. Ability to work as a team member;
13. Ability to perform diversified tasks with interruptions without supervision;
14. Accountable for accuracy and attention to detail in all aspects of work and satisfactory provision of service; and sound analytical and problem-solving skills.

**RESPONSIBLE TO: Executive Director Human Resources or Designate**

### **JOB GOAL:**

Under the direction of the Executive Director Human Resources or Designate and working closely with other Human Resources and Payroll and Finance staff provides a wide variety of clerical, and administrative support services in matters pertaining to recruitment and staffing processes, orientation and the maintenance of employment records. The position requires interaction in dealing with district staff, union representatives, external agencies and the public on a variety of matters, and must maintain a high level of confidentiality in the performance of all duties.

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**PERFORMANCE RESPONSIBILITIES:**

1. Acts as a liaison for general HR matters and answers a variety of employment related queries, basic collective agreement and other related questions verbally or in writing, and provides guidance on HR processes and procedures
2. Enters and updates employee information such as demographics, assignments, schedules, pay information, training records, non-medical related leaves qualifications, experience, and terminations and retirements, etc. to the District's HRIS ensuring accuracy and meeting established payroll deadlines
3. Generates, produces and distributes forms and correspondence relating to hiring, leaves of absence and other employment status changes
4. Identifies, and upon approval, develops or adapts new processes and/or procedures to improve efficiency and effectiveness
5. Maintains filing systems and confidential personnel records
6. Types a wide variety of confidential and sensitive correspondence on personnel matters
7. Works cooperatively with all other members of the HR Department, assisting as necessary to ensure balanced workloads
8. Performs other assigned duties that are within the area of knowledge and skills required by the job description
9. Provides back-up to CUPE and STA on-call dispatcher
10. Assists in the annual tracking of TTOC availability and provides statistical information on active TTOCs and those on leaves and resigning
11. Oversees the orientation process for new employees including health and safety training materials, orientation packages, and email and password information
12. Posts vacancies on Make a Future
13. Prints posting results and creates competition folders
14. Assists in conducting references checks as part of the recruitment process
15. Assists in application of employee tests
16. Provides information to supervisors for probation, trial periods and performance reviews for their assigned staff. Tracks timelines and documents distributed and received
17. Extracts, organizes, coordinates and distributes information from numerous sources for reports and projects
18. Respects the confidentiality of the position, including records, correspondence and discussions at all levels
19. Manages general HR email inbox, answers queries, processes requests or forwards emails to appropriate designate
20. Provides reception coverage as required
21. Supports the HR department with special projects and as required

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22. Maintains a positive rapport with employees, school administration and all departments
23. Answers confidential personnel inquiries from staff and outside agencies

**TERMS OF EMPLOYMENT:** Twelve-month year.

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EVALUATION

DATE: December 17, 2020

JOB TITLE: Human Resources Assistant

| Factor                      | Degree | Points | Substantiating Data   |
|-----------------------------|--------|--------|---|
| 1. Knowledge                | 5      | 75     | High school Grade 12 graduation plus additional programs in Human Resources of over one and up to two years or equivalent.  |
| 2. Experience               | 7      | 105    | Four years and over.  |
| 3. Judgement                | 4      | 40     | Job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.                                    |
| 4. Concentration            | 4      | 40     | Frequent interruptions.   |
| 5. Physical Activity        | 2      | 12     | Light effort up to two hours. Light activity of intermediate duration; <b>OR</b> Medium activity of short duration.   |
| 6. Dexterity                | 4      | 24     | Speed to do tasks in a specific time period (keyboarding).  |
| 7. Accountability           | 3      | 30     | Actions could result in significant loss of time, resources; <b>OR</b> cause some embarrassment within the department or organization.  |
| 8. Safety of Others         | 1      | 8      | Little degree of care required to prevent injury or harm to others.   |
| 9. Interpersonal Skills     | 4      | 40     | Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information. |
| 10. Disagreeable Conditions | 3      | 30     | Noisy environment, frequent interruptions   |
| TOTAL POINTS                |        | 404    |   |

APPROVED

C.U.P.E., Local 459

School District No. 62 (Sooke)