

The Town of Parry Sound - Position Description

January 25, 2019

Position Title:

Human Resources Coordinator

Reporting Relationship:

Reports to and works under the direction of the Chief Administrative Officer (CAO)

Purpose of the Position:

1. To coordinate, provide advice and technical and administrative support on human resource activities related to policy development, recruitment, selection, job description, job evaluation, performance management, training & development, succession planning, organizational review, collective agreement interpretation and negotiations, management of the sick leave program, WSIB claims, maintenance of personnel files.
2. To develop and oversee the implementation of plans that identify, prevent and remove barriers for people with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Scope of the Position:

Works within human rights, labour, employment, health and safety, accessibility and other relevant legislation; within Town's policies and procedures; and provides HR and AODA advice and services across the Corporation's departments.

Responsibilities:

Human Resource Co-ordination

1. Researches, liaises with third party labour and employment specialists, and advises CAO and senior leadership on an as-needs basis, on labour and employment issues relevant to the Town.
2. Researches, advises and provides administrative assistance to the CAO and senior leadership with the negotiation and interpretation of the collective agreement.
3. Coordinates recruitment and selection process, including job description support, posting and advertising, pre-interview screening, interview question creation, psychometric assessment administration and review, reference checking, drafting employment offers and agreements, and communicating selection results.
4. Maintains the integrity of the Corporation's pay equity, job evaluation and compensation plans; coordinates the job evaluation process and liaises with the Joint Job Evaluation Committee and outside consultants.
5. Researches and advises senior leadership for implementation on performance management best practices, including training and development to manage and lead for peak performance, performance management tools, discipline and termination.
6. Develops, delivers and/or sources and arranges for required corporate training related to matters including, but not exclusive to human resources, employment and labour issues, management/leadership, workplace respect.
7. Develops for senior leadership approval, learning and development plans for different managerial/leadership levels, and sources and arranges for the relevant training.
8. Supports organizational review and succession planning with research and advice on role and job description development, impacts on employees, costs/benefits to the Corporation.
9. Provides assistance to the CAO, Directors and Managers in managing the short-term sick leave program; and manages the long-term disability (LTD) program including liaising with employees and health professionals on workplace

accommodation and return to work, outside consultants as required and communicating with payroll.

10. Manages WSIB claims for the organization.
11. Develops and maintains employee policies; i.e. researches, reviews, revises, drafts and disseminates employee policies.
12. Oversees the personnel records of employees and other related personnel information.

Accessibility Coordination

1. Develops and maintains a corporate wide Accessibility Plan and monitoring process with appropriate measures to meet both internal and legislated requirements to assist departments with ensuring departmental and corporate legislative compliance.
2. Researches, interprets and applies legislation to ensure efficient and effective compliance measures are applied within the Corporation.
3. Manages plan communications including preparation of reports and materials for Council, the public, staff; and legislated provincial compliance reporting.
4. Provides advice to the CAO and Senior Leadership Team as required.
5. Develops, delivers and/or arranges for appropriate training to all applicable areas of the Corporation and its affiliates as required.
6. Develops relevant annual operating and capital budget projections.

Working Relationship and Contacts:

1. With the Chief Administrative Officer:

- a) Receives direction, guidance and encouragement; discusses plans and priorities, proposes budget requirements.

2. With Directors:

- a) Provides advice, and technical and administrative support on human resource matters related to the scope and purpose of the position.

3. With Other Staff:

- a) Works in a spirit of co-operation and teamwork with other staff. Provides assistance and encourages compliance with specific human resource and accessibility processes and practices.

Education, Knowledge and Skill:

1. University degree in human resources, business administration or a related discipline; CHRP designation would be an asset.
2. Thorough working knowledge of applicable accessibility, health & safety, human rights, employment and labour relations legislation, principles and practices, employment equity concepts, performance management concepts and tools, sick leave management, WSIB and local government functions and responsibilities.
3. High level organizational, interpersonal, managerial and analytical skills, initiative and ability to perform tasks without supervision.
4. Good written & oral communication, presentation, persuasion and negotiating skills.
5. Good knowledge of computer applications, and high level word processing skills.
6. Ability to work with tact and discretion with all levels of staff, Council and external organizations.

Experience:

A minimum of five years' experience in municipal human resources management or a related field.

Impact of Error:

Errors (information, process and advice) could result in confusion, duplication of effort, misinformation being given to the Directors, Chief Administrative Officer, Council, government agencies, staff and the public; could result in financial loss; unfavourable public and staff relations and legal implications for the Corporation including legislative and/or policy non-compliance.

Physical Demands:

Frequent sitting for intermediate to lengthy periods at computer, researching, reading, keyboarding.

Sensory Demands:

Frequent researching, reading and composing correspondence, reports, etc. at computer for intermediate to lengthy periods with occasional interruptions; occasional concentrated listening of brief to intermediate duration required.

Working Conditions:

Work environment has minimal or no disagreeable working conditions; work is in full view of the public with frequent public contact; and is subject to deadlines and interruptions.

Control:

Generally supervised by the Chief Administrative Officer.