

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

HR and Benefits Analyst

SUMMARY

Under the direction of the Director of Human Resources and working closely with other Human Resources and Payroll and Finance staff, provides a wide variety of clerical and administrative support services for both the HR and Finance departments. This position requires independent judgment and action 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.

HUMAN RESOURCES DUTIES

Personnel

- Provides relief coverage for the District Receptionist during break times and absences which includes answering and referring general inquiries and assisting with student registration
- Calculates, inputs and updates employee information such as positions, assignments, leaves, probation, absences, evaluations, certificates, Criminal Record Checks, etc. to the Districts' HRIS ensuring accuracy and meeting established deadlines
- Initiates and compiles absence reports for referrals to the Joint Early Intervention Service (JEIS) and updates JEIS when employee's return to work
- Initiates evaluation process for temporary replacement employees and continuing employees
- Generates, produces and distributes forms and correspondence relating to hiring, leaves of absence, layoffs and other employment status changes
- Generates and prepares complex documents (eg. Seniority lists) relating to various staff groups, updates staffing budget reports, and maintains personnel data including reports and confidential correspondence
- Reviews and verifies staffing data and confirms general ledger coding information with the Finance Department for all types of changes in employment status
- Provides clerical and administrative support for the recruitment and selection process
- Liaises with school administrators and other staff to ensure accuracy of staffing information
- Liaises with payroll department staff regarding employees' assignment changes and leaves of absence to facilitate correct payroll processing
- Creates and uploads postings
- Processes invoices from outside agencies for payment
- Receives, answers and/or refers inquiries regarding District employment policies and procedures and collective agreements
- Prepares and composes a wide variety of documents and correspondence (routine to complex) to internal and external parties
- Participates in initiatives to improve departmental systems, process, procedures and work flow
- Files Correspondence and maintains filing system and confidential personnel records

Central Call In

- Provides regular relief and back-up to the HR Assistant position by dispatching temporary replacement workers using the District's HRIS
- Enters and verifies data input into the HRIS system to ensure accurate records

- Enters unavailability information for temporary replacement employees

FINANCE/PAYROLL DUTIES

- Assists with preparation and maintenance of records relating to employee benefits
 - Assists with preparation of billings for benefit premiums for all employees on leaves of absence to ensure payments are received by the District
 - Monitors leaves for all employee groups in order to correctly charge employer/employee benefit ratio
 - Assists with auditing and reconciling benefit carrier billings to District Finance System
 - Prepares periodic accounting breakdown of costs as requested
 - Assists with maintenance of benefit tables in HRIS
 - Assists with maintenance of benefit records in benefit carrier's systems, provides accurate information to employees and benefit carriers
 - Reconciles benefit accounts in the District Finance System, analyzes unusual transactions and expenditures in benefits accounts and proposes journal entries
 - Assists with monthly remittances for benefit providers
 - Assists with preparation of monthly survey information for Statistics Canada
 - Opens and organizes benefits related mail, mails membership cards and notifications to plan members, as necessary
 - Assists with preparation of payroll working papers for year-end audit
 - Identifies areas for enhancements and improvements of the payroll and benefits system and supports the implementation of these initiatives
 - Explains employee benefits by preparing written and graphic announcements, information packages for employees and explanations, and responds to requests for information
- * Performs other assigned duties that are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- Four years related experience in the HR and Finance fields with at least one-year experience in HR and one-year experience in Accounting
- Certificate in Human Resources or Accounting
- Experience and thorough working knowledge of human resources practices and procedures and integrated general ledger systems
- Experience using HRIS software
- Advanced knowledge of Microsoft Office; including advanced knowledge of spreadsheet and word processing packages
- Minimum word processing speed of 50 WPM
- Demonstrated ability to compose effective business correspondence

*Or an equivalent combination of training and experience

SKILLS

Demonstrated strong interpersonal and communication skills as well as strong customer service skills including the ability to exercise discretion in determining the importance and urgency of telephone

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messages, correspondence and enquiries from the public, external agencies and employees at all levels.

- Demonstrated ability to work independently, take initiative, organize and prioritize duties, handle high volumes of work with changing deadlines and constant interruptions
- Demonstrated ability to exercise a high level of professionalism and discretion
- Strong attention to detail and a high level of accuracy when performing tasks
- Demonstrated problem solving and organizational skills
- Ability to work at a computer on a continuous basis for up to seven (7) hours per day

DATE

Feb 9, 2022

November 8, 2021