

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

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITIONAdministration Assistant –
Human Resources**SUMMARY**

Under the limited direction of the Director of Human Resources, provides a wide variety of clerical and administrative support services, including (1) supporting the recruitment and staffing processes; (2) supporting the administration of the teachers and support staff collective agreements; (3) the administration of the Human Resources Information System (HRIS) pertaining to teachers, support staff, Indigenous Education and other non-teaching staff; (4) the performance of central call-in dispatch of clerical, student services support staff and/or custodians. The incumbent must maintain a high level of confidentiality in the performance of all duties.

DUTIES*Personnel Duties*

- Generates and prepares complex documents relating to various staff groups, updates staffing budget reports, and maintains personnel data including reports and confidential correspondence
- Creates and uploads postings ensuring adherence to school-based budget constraints
- Compiles information and statistics related to different staff groups using a variety of software programs to generate reports and information for management use and for external agencies; e.g. Teacher Regulation Branch, WorkSafe BC, etc.
- Creates and ensures the accuracy of seniority lists pursuant to the collective agreements
- Liaises with school administrators and other staff to update staffing information pertaining to various staff groups
- Provides training and support to school-based staff and others on the Absence Management System (AMS) and troubleshoots issues and problems encountered with the system
- Provides clerical and administrative support for the recruitment and selection process, including ensuring new hire package is up-to-date, advertising position opportunities, corresponding with applicants, arranging interviews, processing criminal records checks, ensuring the completion of hiring documents, and establishment of new personnel files
- Initiates and compiles absence reports for referrals to the Joint Early Intervention Service (JEIS)
- Liaises with Payroll Department with respect to employees' assignment changes and leaves of absence to facilitate correct payroll processing
- Receives, answers and/or refers inquiries regarding District employment policies and procedures and collective agreements
- Maintains filing system and confidential personnel records
- Inputs and verifies data input into the database system to ensure accurate records
- Enters and verifies data information (e.g. completed evaluation forms and Criminal Record Checks) and updates the system with changes to employee, assignment and other information as required

Central Call-In Duties

- Receives replacement requests and dispatches temporary replacement workers using the database system
- Generates and monitors weekly dispatch, unavailability and refusal reports using the database system and alerts Manager of Human Resources when action is required
- Monitors and provides back up to the Automated Dispatch System

General Duties

- Types a wide variety of letters, reports and other confidential materials on a wide variety of sometimes sensitive personnel and union/management matters
- Composes letters and routine correspondence to internal and external parties on behalf of the Director and/or the Manager
- Works cooperatively with all other members of the HR Department, assisting as necessary to ensure balanced workloads
- Participates in initiatives to improve departmental systems, processes, procedures and work flow
- Processes invoices from outside agencies for payment
- Files correspondence and other documents
- Provides coverage for reception during break times

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Three years' related experience in the Human Resources
- Certificate in Human Resource Administration
- Thorough working knowledge of Human Resources practices and procedures including familiarity with contract language
- Thorough working knowledge of the use of the District's HRIS
- Advanced knowledge of spreadsheet and word processing products
- Minimum word processing speed 60 W.P.M.
- Demonstrated ability to compose effective business correspondence
- Demonstrated ability to work independently; taking initiative and discretion in determining priorities
- Demonstrated problem solving and organizational skills
- Demonstrated interpersonal and communication skills

** Or equivalent combination of training and experience.*

DESIRABLE SKILLS

- Knowledge of District policies and procedures
- Demonstrated ability to organize and prioritize time sensitive and high volume workload

DATE

April 2022

June 2012