

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

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Senior Human Resources Assistant

SUMMARY

Under the limited direction of the Director of Human Resources and/or the Human Resources Advisor and working closely with other Human Resources and Payroll and Finance, staff provides a wide variety of clerical, secretarial and administrative support services in matters pertaining to (1) maintenance of employment records; (2) collective agreement administration; (3) recruitment and staffing processes; (4) procedural guidance and administration of the Human Resources Information System (HRIS); and (5) information reporting to management, the Board and external agencies. The 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.

DUTIES

- Acts as a primary liaison for routine 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
- Calculates inputs and updates employee information such as positions, assignments, leaves, probation, absences, evaluations, Criminal Records Checks, etc. to the District's HRIS ensuring accuracy and meeting established deadlines
- Initiates process for tracking and processing of Position of Special Responsibility allowances and updates Finance, Payroll and Union of changes to allowance rates and assigned employees.
- Creates, collects and process data for staffing process via surveys. Reviews and verifies staffing data and confirms general ledger coding information with the Finance Department for all types of changes in employment status
- Compiles information and generates reports related to various staff groups for management use and for external agencies using a variety of software programs
- Builds master databases and spreadsheets for staffing and layoff process Monitors and audits the Automated Dispatch System (ADS) daily, including communication to schools regarding teacher absences/replacements, errors, manual intervention and creative replacement solutions
- Tracks and maintains a database with expiration of collective agreement rights and establishes communication with all parties involved.
- Builds and updates process documentation/how-to for both the internal HR manual and Employee Self-Serve (ESS) dashboard publication
- Calculates experience credits from external institutions for salary placement and liaises with local and international agencies for further verification
- Liaises with school administrators and other staff to ensure accuracy of staffing information
- Liaises with Payroll Department with respect to employees' assignment changes and leaves of absence to facilitate correct payroll processing
- Provides accurate data for payroll to process regarding employee salary, assignments and general status updates.
- Advises employees contemplating retirement of their options, provides some pension information and estimates of monetary retirement allowances
- Provides direction to school secretaries, district employees, and other internal departments on the correct time and absence entry procedures to ensure employees are

paid correctly, collective agreements are adhered to, and established procedures are followed

- Supports employee recruitment and selection by reviewing hiring requisitions/approval documentation; initiating and coordinating the administration of job competition files, and where required determining applicant status, tracking applicants, responding to applicant enquiries, and arranging candidate interviews
- Orients new staff and maintains, publishes and ensures new recruitment documentation and packages are current.
- Initiates contact for troubleshooting and help tickets for the HRIS software.
- Prepares systems for year-end and new school year set-up for multiple departments
- Identifies and upon approval, develops or adapts new processes and/or procedures to improve efficiency and effectiveness
- Assists with research into issues arising from administration of the collective agreements and the Board's personnel policies and prepares documentation for presentation with deadline pressures
- Maintains filing systems and confidential personnel records
- Types a wide variety of letters, reports and other confidential materials on sometimes sensitive personnel and union-management matters
- Processes expenditure invoices, ensuring accurate assignment of expenditures to the appropriate general ledger accounts and assists the Director in departmental budget management
- Provides relief coverage for other staff during break times, employee absences and holidays and provides occasional assistance to other staff within the Board Office

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

QUALIFICATIONS

- Grade 12 graduation and formal post-secondary administrative/secretarial training
- At least four years recent and relevant experience in Human Resources administration
- Diploma in Human Resources*
- Thorough working knowledge of Human Resources practices and procedures including familiarity with collective agreement language and terminology
- Thorough working knowledge of the use of HR information systems (HRIS)
- Advanced knowledge of spreadsheets, databases and word-processing software

** Or equivalent combination of training and experience.*

DESIRABLE SKILLS AND KNOWLEDGE

- 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 messages, correspondence and enquiries from the public, external agencies, and employees at all levels
- Proven ability to prioritize work, problem-solve, work independently and as an effective team member, exercise initiative, maintain calm during periods of high work load, work with frequent interruptions and ability to work in and adapt to a changing environment
- Demonstrated ability to compose business correspondence
- Minimum word processing speed 60 WPM
- Excellent knowledge of District policies and procedures
- Thorough working knowledge of the use of the District's HRIS

DATE

June 2023