

Human Resources Department

Services Inventory

Selection and Recruitment	
Employee Recruitment Services	<ul style="list-style-type: none"> Write, edit job vacancy postings Advertise and promote vacancies Place newspaper ads Administer recruitment website Participate in career fairs and other promotional activities
Employee Selection Services	<ul style="list-style-type: none"> Applicant management (including fielding telephone inquiries, providing information about the selection status and process) Short-listing applicants Scheduling Interviews Interviewing and assessing candidates Tracking certifications and credential documentation Reference checking Managing competition files
Compensation and Benefits	
Compensation Administration	<p>Making job offers</p> <p>Processing and Administering:</p> <ul style="list-style-type: none"> Work assignments Employment letters Employee leaves (leave of absence, maternity leave, sick leave) Update seniority lists Process increments Allocate boot and uniform allowances
Benefits Administration	<p>Provide information and advice on employee benefits:</p> <ul style="list-style-type: none"> MSP Extended Health and Dental Life Insurance Employee Assistance Program Accidental Death and Dismemberment Maternity leave entitlements <p>Process and Administer:</p> <p>New employee benefit sign-up</p> <ul style="list-style-type: none"> Benefit changes Pension Administration and Updates Early retirement Incentive Program Vacation entitlements

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Manage Pooled Employees	
Temporary Casual Pool	<p>Manage casual and temporary employee pool for teachers, teaching assistant, youth care workers and clerical, including:</p> <ul style="list-style-type: none"> • Recruitment, selection and orientation • Dispatch of work • Track employee hours for entitlement changes • Manage employee issues • Performance management
Employee and Labour Relations	
Advisory Services	<p>Provide human resources advice on:</p> <ul style="list-style-type: none"> • Selection and recruitment • Compensation and benefits information • Employee performance management • Labour relations • Resolving employee issues and concerns • Creating a healthy work environment
Labour Relations	<ul style="list-style-type: none"> • Liaise with employees and unions to ensure positive relationships and resolve issues • Respond to questions related to collective agreements • Collective agreement implementation • Managing and resolving employee grievances • Participation on Joint Union/Management Committees
Creating a Positive and Healthy Work Environment	
New Employee Orientation	<ul style="list-style-type: none"> • Develop and maintain orientation materials • Provide regular orientation sessions with new employees • Ensure that introductory safety training requirements are met
Occupational Health and Safety	<ul style="list-style-type: none"> • Oversee the OHS program for the District • Ensure structure for local safety committee meetings • First aid course scheduling • Schedule and attend employee rehab meetings • Co-chair District Occupational Health and Safety Committee • Administer and manage WCB claims submissions • Ensure compliance with WCB processes and requirements
Organizational Health Programs	<ul style="list-style-type: none"> • Wellness promotion initiatives • Participation in healthy workplace month • Conflict resolution coaching and training

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Organizational and Employee Development	
Performance Management	<ul style="list-style-type: none"> • Support in conducting performance reviews • Coaching and advice in maximizing employee performance • Support in tracking and managing scheduled performance conversations • Administer and track evaluations • Training and development
Job Design and Analysis	<ul style="list-style-type: none"> • Develop and revise job descriptions • Conduct job analysis to properly grade positions • Conduct research in best practices in job design
Employee Training and Development	<ul style="list-style-type: none"> • Coordinate Professional Development Day
Employee Recognition	<ul style="list-style-type: none"> • Coordinate Long Service Dinner • Coordinate Retirement Dinner
Human Resources Information Systems	
Managing HR Information	<ul style="list-style-type: none"> • Manage Human Resources Data • Ensure Year End Process are in place • Ensure the accuracy of information through regular system checks
HR Reporting	<ul style="list-style-type: none"> • Provide trending data and reports on HR information
Website	<ul style="list-style-type: none"> • Manages professional employment brand/image via corporate website