

Job Description/Specification

Identification	J0207	TFEU//BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	HR Generalist	FORMER TITLE/DEPARTMENT: HR Research and Administrative Asst.
DIVISION/DEPARTMENT:	Human Resources	PAY GRADE: 5
SUPERVISOR'S TITLE:	Human Resources Manager	DATE APPROVED: June 27, 2018

Function and purpose (a)

As a member of the HR administrative support team, provides research and administrative support for the Human Resources Department. Ensures routine procedures are performed effectively, maintains department files and documentation, relieves senior HR staff of administrative routine, and facilitates in the communication both within the department and with users of department services. Provides administrative support in the areas of recruitment, payroll, benefits, pension, health & safety, training, privacy, labour relations and record keeping which are of a confidential and politically sensitive nature. Assists in the co-ordination of the Admin and Support Staff Recruitment Process; Salary Determination Process; Joint Occupational Health & Safety Committee; Respectful Workplace Program; and Privacy Program.

Principal duties and responsibilities (a)

1. Under minimal supervision, provides secretarial assistance to the Director of Human Resources and other exempt staff. Relieves the senior HR staff of administrative detail regarding HR matters; types a wide variety of correspondence and memoranda of highly confidential nature such as grievance records, disciplinary notes and records, employment histories, notes, correspondence, meeting minutes, and records pertaining to negotiations, job reviews and various subjects, correspondence and HR files. Completes cheque requisitions, job order sheets, arranges meeting space and catering and prepares kits for meetings. Composes routine correspondence.
2. Conducts research on privacy matters as directed by the Privacy Officer. Provides administrative support to the Privacy Program.
3. Conducts research on respectful workplace matters as directed. Provides administrative support to the Respectful Workplace Committee.
4. Prepares and updates BCTF Staffing Report as required.
5. Forwards all non-routine and politically sensitive matters to senior HR staff for action.

6. Establishes deadlines and priorities within the position and initiates action where required. Ensures senior HR staff are advised of non-routine matters or when deadlines cannot be met with existing resources. Assists with the co-ordination of communications within the department.
7. Receives inquiries in person or over the phone, from internal and external sources, handles routine inquiries and refers all others; takes and transmits messages; makes routine inquiries over phone; receives applicants, staff and other visitors to the Human Resources Department.
8. Co-ordinates the Admin and Support Staff Recruitment process:
 - Prepares administrative staff internal postings and assists in the preparation of external postings and advertisements. Ensures deadlines are met and recruitment procedures are followed for Admin recruitment process, liaises between the executive director and committee members, prepares interview/shortlist kits, arranges meetings and leaves, sets up interviews and does reference checks. Processes appointment and standard form letters, and recommendations.
 - Ensures deadlines are met and recruitment procedures are followed for Support Staff Recruitment process. Prepares job postings, external advertisements when required, recruitment files, appointment and standard form letters, and notifications. Prepares interview/shortlist kits, arranges meetings and sets up interviews. Does reference checks as required. Participates in interview process as required.
9. Responsible for maintaining department records, forms, and correspondence which includes the creation, designation and coding of files and filing, forms management, preparation of HR files for storage or destruction. Assists with the processing of non-routine information, the co-ordination of records systems with other systems and recommends improvements to record keeping structures brought about by collective bargaining and grievance settlements.
10. Assists in the routine administration of the TFEU Salary Determination process by:
 - Acknowledging job descriptions and job review requests.
 - Advising staff and Union JEC members as to the status of requests.
 - Monitoring timelines
 - Maintaining all TFEU Salary Determination files and summaries which includes preparing draft job descriptions, updating master files, maintaining electronic and hard copy records, creating and updating position files and indexes, preparing notification forms and correspondence, etc.
 - Providing assistance to senior HR staff on Salary Determination issues as required.
11. Responsible for the maintenance of administrative and support staff Seniority Lists by calculating seniority adjustments and updating electronic records. Ensures that procedures and contractual obligations are adhered to.

12. Maintains data in the employee entitlement system; extracting reports from the system; training employees on usage of the system; updating of system training manuals; correcting of entitlement balances in the system; answering inquiries concerning entitlements and accumulations; etc.
13. In conjunction with Senior HR staff, assists with the implementation and maintenance of the BCTF Orientation Program and staff training.
14. Provides secretarial and clerical support for the BCTF Health and Safety Program by taking minutes, typing reports and preparing quantitative reports for the Health and Safety Committee. Completes and signs off WorkSafe accident reports and ensures WorkSafe files are maintained. Co-ordinates the annual Flu Clinic and assists with Wellness Committee initiatives as required.
15. Co-ordinates the placement of casuals in various departments. Processes approved casual requests by contacting and placing casuals in various departments and updating placement records.
16. Maintains a fundamental knowledge of the various benefit plans and three pension plans available through the Federation in order to assist staff and respond to routine inquiries.
17. Provides to new/departing Admin/Support staff an overview of Federation regulations, benefits, pension plans, and salary/collective articles for the purpose of either initiating or terminating benefits and pay.
18. Co-ordinates the Transit Subsidy Program by handling inquiries from staff regarding the program, processing of transit claims for authorization and input to payroll Assists senior HR staff with TRAC (Transportation Alternatives Committee) initiatives as required.
19. Assists in the administration of employee training funds. Maintains an accurate database of approved funds and expenditures; creates summary reports and maintains files and supporting documentation.
20. Directs routine clerical work to casual assistants as required and responsible for various projects and miscellaneous administrative and clerical duties as assigned.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES, AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Five years' directly related experience in a human resources office in a unionized environment with exposure to collective agreements; contract interpretation; benefit administration, privacy legislation, the demonstrated ability to maintain office procedures independently and ensure confidentiality of sensitive material; demonstrated secretarial skills and a high degree of excellent communication skills involving tact and diplomacy is also required.

Education and training (c)

Completion of secondary school (Grade 12) and more than one year formal training in business practices, payroll, benefit administration, records management, human relations, and/or related topics.

A certificate program in human resources administration at the community college level.

Licences and certificates (c)

HR certificate or diploma in human resources administration required.

A Chartered Professional in Human Resources (CPHR) designation is required

Environment (g)

Physical/emotional environment limited to conditions normally associated with office work such as communication skills, equipment operating dexterity, and scheduling pressures except that information is routinely of a personal and political nature and deadlines are frequent.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are required to transmit, exchange and clarify information and data on Human Resources Department policies and procedures. Some information is of a confidential, sensitive or personal nature.

Contacts with persons external to the Federation involve the general public requiring information regarding the Federation's personnel requirements, local association presidents and employees to exchange information regarding Federation Payroll Service, EI and other government agencies.

Contact with Federation members and officers with regard to the Admin Staff Recruitment process and day-to-day operations of the Human Resources Department. Various financial institutions, trustees, consultants, TPP representatives and benefit carriers relating to routine aspects of health and welfare benefits and pension plans.

Handling information of a personal and confidential nature and dealing with issues of a politically sensitive nature is a requirement.

Machines, equipment and work aids used

Computer utilising numerous software packages/programs and printers in a networked environment, photocopier, telephone, calculator, FAX machine. Reference guides, circulars and binders.

Positions supervised (e)

None

Physical and/or mental effort (f)

Processing large volumes of work, frequent interruptions, high degree of accuracy required under the pressure of deadlines, and the confidential aspect of the politically and personally sensitive and volatile nature of the work.

Working conditions (g)

Exposure to video display screen glare.

J0207

June 27, 2018