



## JOB DESCRIPTION

<b>JOB TITLE</b>	Human Resources (HR) Manager
<b>DEPARTMENT / PROGRAM AREA</b>	Human Resources (HR)
<b>REPORTING TO</b>	Chief Administrative Officer (CAO)
<b>EFFECTIVE DATE</b>	March 2024
<b>SALARY</b>	Band 8

### JOB SUMMARY

Reporting to the CAO, the HR Manager is responsible for providing practical, consistent, and proactive HR support and direction on a full range of HR programs and activities in support of the DNSSAB employees and management. The HR Manager advises employees and management on HR procedures, policies, best practices, and legislation to facilitate and achieve the strategic objectives and goals of the organization. This role will have a primary focus on employee and labour relations, recruitment and selection, professional development and disability management.

The HR Manager supervises the HR Generalist, Payroll Administrator and HR Representative, as well as HR interns and students.

### JOB DUTIES AND RESPONSIBILITIES

#### **Manages Payroll and Benefits Administration**

- Manages the planning, organization and delivery of bi-weekly payroll services for the DNSSAB and the Board to ensure payroll data is accurate and complies with to the appropriate collective agreement and applicable legislation;
- Ensure all payroll payments have been duly authorized; liaise with departmental personnel to clarify and/or verify information on incorrectly completed data input; advise supervisor on proper procedure;
- Compile and prepare reports and/or supporting information to be used by the CAO, and the senior management team in making decisions, such as: hours, accumulated sick credit liability; vacation usage;
- Report vacation accruals and sick leave balances to the Director of Corporate Services at the end of the calendar year.

## **Recruitment, Selection and Training**

- Manages recruitment and selection for all union positions and all non-union positions;
- Collaborate with management to confirm position requirements and propose strategies, sets expectations, create efficiencies and ensure the right resources and solutions are in place to meet the recruitment needs of the department and the organization;
- Develops, recommends and implements Human Resource policies, programs, procedures and practices to attract, retain, motivate and develop employees;
- Manages the recruitment and selection process, develop testing methodologies, and prepares, approves and acts as a liaison in employment contracts negotiations;
- Coordinate and monitor mandatory legislative training as required and continually measures its effectiveness;
- Work with management to develop, coordinate and enhance training programs by identifying skills/knowledge gaps and training needs;
- Monitor labour legislation, keep current on the latest recruitment process and implement required changes to keep the recruitment processes compliant;
- Identify networking activities such as career fairs, professional association meetings, and collaboration opportunities with local Universities and Colleges and other community agencies;
- Ensure all job descriptions are kept up to date and assist to create new job descriptions as required;
- Ensure all staff receive annual performance reviews in accordance with corporate policy and monitor probationary periods;
- Coordinate the CAO's annual performance review, including preparing Board reports and presenting to the Board.

## **Disability Management and WSIB**

- Investigates all work-related accidents and illnesses providing advice and guidance to management on the preparation of WSIB reports and prevention of similar situations;
- Manages the administration of the disability management process including administration of ill or injured employees, sick leave, long-term (LTD) and short-term (STD) disability, WSIB, return to work plans and the duty to accommodate process in accordance with applicable legislation;
- Communicate with employees on sick leave as needed;
- Ensure LTD and STD application documentation is submitted in a timely manner;
- Work with management, employees, and health professionals, to gather information and formulate recommendations on return to work strategies;
- Ensure payments are made adhering to legislation and/or the collective agreement, and/or arrange coordination of benefits;
- Ensure and maintain compliance within Occupational Health and Safety Act (OHSA), Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Workplace Safety and Insurance Act (WSIA) as well as employment and other related legislation;
- Ensures Joint Health and Safety Committees are in place and functioning to meet legislative obligations; ensures annual health and safety and first aid training are held;
- Manage the WSIB reporting process to ensure injury, illness and near-miss incident reports are reported and submitted in accordance with legislative obligations;

## **Labour Relations**

- Sit on the Labour Relations Committee, and maintain records of meetings for both OPSEU and CUPE;
- Support the CAO in preparation for and during bargaining by drafting proposals, costing proposals, preparing memorandum of settlement, drafting council report, and preparing new collective agreements;
- Participate in contract negotiations representing the organization as required;

- Respond to stage 1 and 2 grievances and provide support with respect to stage 3 grievances, mediations, and arbitrations;
- Provide guidance and expertise to management in interpretation of the collective agreement language, labour relations, grievances, discipline, discharge, recruitment and selection, legislation, corporate policies and all other HR practices;
- Investigates and resolves complaints and disputes as necessary including the application of conflict resolution techniques;
- Develop and maintain productive and collaborative relationships throughout the DNSSAB; demonstrates professional credibility and confidentiality at all times;
- Counsels employees on a variety of issues, recommends solutions and resolves issues;
- As a trained investigator, conduct investigations into workplace complaints of personal or sexual harassment, workplace violence or discrimination, under the approval of the CAO.

#### **Other Duties**

- Develops or revises, recommends, implements, and communicates HR policies.
- Manages the development and operation of the organization's performance review system;
- Oversee special initiatives/projects such as staff development day and healthy workplace events;
- Approve various HR and/or organizational program initiatives portal payment requests through the portal in accordance with applicable collective agreement, legislation, and/or corporate policies;
- Report vacation accruals and sick leave balances to management at the end of the calendar year.
- **As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

## **QUALIFICATIONS**

- Two year post-secondary diploma in HR Management and CHRP designation is required. Post-secondary diploma in Office Administration or an acceptable combination of education and work experience is required, with a commitment to pursuing a post-secondary diploma in HR Management;
- Minimum of five years of HR, payroll and labour experience, preferably within a public sector organization;
- Supervisory or management experience, and accreditation as a workplace harassment investigator, is considered an asset;
- Knowledge of the Ontario Human Rights Code, Employment Standards Act, Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act, Ontario Pay Equity Act, and other related legislation;
- Completed workplace investigations training;
- Demonstrated understanding of financial concepts including experience processing payroll;
- Working knowledge of HRIS systems, MS SharePoint, and Office suite of programs is required, knowledge of InfoHR is considered an asset;
- Demonstrated ability to handle sensitive and contentious issues with tact and respect;
- Excellent interpersonal, organizational, and presentation skills including excellent oral and written communication skills;
- Ability to maintain confidentiality;
- Ability to manage daily workload, set priorities and meet required deadlines while managing with competing demands;

- Ability to work both independently and co-operatively as member of a team;
- A self-starter, with ability to work with all levels of the organization;
- Ability to multitask and prioritize workload in a fast-paced environment;
- Demonstrated regular attendance in keeping with the Board’s Attendance Management Policy;
- Flexibility of hours and location of work may be required;
- Working knowledge of processes and practices of municipal government is considered an asset.

## STATEMENT OF MANAGEMENT DUTIES AND RESPONSIBILITIES IN DNSSAB

All management is responsible and accountable for:

- Commitment to the achievement of Quality Services and Healthy Workplace through DNSSAB’s Strategic Plan and Direction;
- Planning through participation and input into strategic planning, developing operating and financial plans, monitoring plan progress, reporting on plan results and evaluating the effectiveness of planning activities;
- Effective and efficient management of financial and human resources;
- Developing and organizing work processes, assigning work to staff, monitoring progress on outputs and quality, identifying process and workflow issues and developing solutions to these problems to achieve efficient, effective and quality services;
- Developing and implementing appropriate measurements for plans and workload productivity, analyzing and reporting on measures;
- Managing, Supervising Human Resources through recruitment and selection of staff, orientation, training, performance management, monitoring compliance with organization policies and standards, administration of Collective Agreement including grievance investigation and resolution;
- Internal and External Communication through written correspondence, reports and through oral presentations and meetings with staff and community;
- Maintain awareness of external and operational trends to identify impacts on DNSSAB mandates and programs.
- Effectively manage and safeguard Board assets both tangible and intangible;
- Be committed to the highest standards of ethics and business conduct;
- Promote and protect the good reputation of the organization.