

**County Administration Buildings
Belleville, Ontario
Human Resources Assistant
Full-Time – Non-Union**

The County of Hastings is currently accepting applications for a **Full-Time Non-Union Human Resources Assistant – Employment Services** in the Human Resources Department at the County Administration Building in Belleville, Ontario.

The Human Resources Assistant will report to the Human Resources Advisor – Employment Services, and is responsible for the maintenance of all confidential employee records, the day-to-day maintenance of the human resources information system database, as well as providing administrative assistance in all areas of employee benefit and pension administration, collective bargaining, grievance administration and all other confidential employment related issues.

RESPONSIBILITIES

1. Maintain all confidential employee records.
2. Conduct timely documentation sessions including benefits and O.M.E.R.S. pension with new employees and existing employees awarded full-time status.
3. Process beneficiary and all other status changes to employee benefit programs and O.M.E.R.S.
4. Maintain employee confidential wage, pension, benefit and other data within the HRIS system and advise the Treasury Department/Payroll of any required changes.
5. Prepare necessary documentation and reports on behalf of the County to O.M.E.R.S.
6. Maintain all correspondence related to collective bargaining and other union issues, including all grievance records.
7. Respond to inquiries from employees, management, union representatives and members of the public.
8. Provide clarification of collective agreement provisions and County policy or procedures that are straightforward and not subject to interpretation.
9. Act as a liaison between the employees and the benefit carrier for general inquiries.
10. Provide input and assistance in the ongoing development of the Corporation's HRIS.
11. Assist in employee recruitment, interview and selection processes where required, as well as completion of pre-employment documentation.
12. In collaboration with the Human Resources team, assist in the development of goals and objectives for Human Resources that will facilitate quality service and continuous improvement initiatives.
13. Responsible for minute taking at meetings, as required.
14. Prepare and file all departmental correspondence.
15. Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follow all guidelines for employees and employers as legislated under the Ontario Occupational Health & Safety Act.
16. Other related duties, as assigned.

QUALIFICATIONS

1. Undergraduate degree with relevant major, or 3 year Human Resources Management diploma from a community college or equivalent combination of education and experience.
2. C.H.R.P. designation in progress or willing to obtain.
3. 2 - 3 years related experience, preferably in a municipal setting.
4. Excellent organizational, interpersonal and communication skills, both verbal and written.
5. Discretion and good judgment are required in dealing with highly confidential and sensitive issues.
6. Must possess a strong ability to multi-task in a high caliber environment.
7. Must possess ability to take initiative to improve work processes.
8. Proven decision-making and problem solving abilities required.
9. Knowledge/ability to apply Microsoft Office software. Experience in Human Resources data base software, would be an asset.

WAGE RANGE: \$51,396.00 - \$60,111.00 per annum, with excellent fringe benefits

Applications containing full details of education, training and experience will be received by the undersigned until **4:00 p.m. on Wednesday, May 31, 2017.**

If forwarding by email, please quote: **"Human Resources Assistant – Your Name"** within the subject line.

Janet DeMille, CHRL
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