

**County Administration Buildings
Belleville, Ontario
Human Resources Assistant
Temporary Full-Time – Non-Union
Approximately 5 months**

2023-NON-GG-53

The County of Hastings is currently accepting applications for a **Temporary Full-Time Non-Union Human Resources Assistant** in the Human Resources Department at the County Administration Building in Belleville, Ontario. The Human Resources Assistant will report to the Human Resources Advisor(s), 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 Human Resources and Health & Safety.

RESPONSIBILITIES

1. Maintaining and monitoring the HRIS for attendance, STD, LTD, WSIB, Health & Safety Records, wage changes, benefit changes and advise the Treasury/Payroll Department of any required changes.
2. Conduct timely documentation sessions including benefits and O.M.E.R.S. pension with new employees and existing employees.
3. Administer and maintain benefit programs and O.M.E.R.S., including any necessary reporting.
4. Prepare, maintain and file departmental correspondence and reports (i.e. collective bargaining, grievance files, attendance, WSIB, health & safety records, etc.) on behalf of the County to O.M.E.R.S., Unions, Manulife and other related parties.
5. Respond to inquiries from employees, management, union representatives and members of the public.
6. Provide clarification of collective agreement provisions and County policy or procedures that are straightforward and not subject to interpretation.
7. Act as a liaison between the employees and the benefit carrier for general inquiries.
8. Provide input and assistance in the ongoing development of the Corporation's HRIS.
9. Assist in employee recruitment, interview and selection processes where required, as well as completion of pre-employment documentation and reference checking.
10. Perform administrative duties on behalf of the Director of Human Resources, Human Resources Manager and HR Advisor(s).
11. Support HR Advisor(s) with the coordination, organization and facilitation of on demand training, in services, wellness programs, meetings and minute taking as required.
12. Assist in reviewing and distributing corporate Human Resources and Health & Safety policies and procedures.
13. 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.
14. Other related duties, as assigned.

QUALIFICATIONS

1. Undergraduate degree with relevant major, or 3 year Human Resources Management diploma from a community college.
2. C.H.R.P. designation in progress or equivalent combination of education and experience and willingness to attain CHRP within a limited timeframe.
3. 2 - 3 years related experience, preferably in a municipal setting.
4. Knowledge of all employment related provincial/federal legislation (ESA, Human Rights Code, Occupational Health & Safety Act, etc.).
5. Excellent organizational, interpersonal and communication skills, both verbal and written.
6. Discretion and good judgment are required in dealing with highly confidential and sensitive issues.
7. Must possess a strong ability to multi-task in a high caliber environment.
8. Must possess ability to take initiative to improve work processes.
9. Proven decision-making and problem solving abilities required.
10. Knowledge/ability to apply Microsoft Office software. Experience in Human Resources data base software, would be an asset.

WAGE RANGE: \$56,272-\$65,816 per annum + 14% in lieu of benefits.

Applications containing full details of education, training and experience will be received by the undersigned until **4:00 p.m. on Tuesday, February 7, 2023**

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

Colleen Dunham
A/Human Resources Advisor
Talent Management & Acquisition
careers@hastingscounty.com

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.