

POSITION DESCRIPTION



Position Title: HR and Payroll Coordinator
Reports to: Director of Corporate & Community Services

Summary of Position:

This position is responsible for supporting all functional areas relating to human resources, payroll and related special projects.

General Statement of Duties:

Recruitment and selection:

- Consult, develop, implement, and evaluate recruitment programs and practices that identify potential labor markets, attract potential employees, and retain current employees,
- Ensure recruitment standards are fair and applicants are evaluated according to their qualifications,
- Advertise vacant positions, screen applicants, select or help to select the most qualified applicants,
- Check applicants' references and prepare offers of employment,
- Consult and administer onboarding and offboarding practices.

Compensation:

- Consult, develop, implement, evaluate, and administer a total rewards structure that includes compensation, pensions, benefits, and employee assistance programs,
- Gather, interpret and recommend changes to compensation-related data,
- Advise on compensation practices and exceptions available to attract key talent,
- Make salary recommendations,
- Coordinate employee benefit plans related to pension, life, medical, dental, or disability insurance.

Coaching, learning and development:

- Consult, coach, support and advise in the areas of disability and leave management, accommodation, training and development, terminations, psychological health and safety, and change management,
- Identify ways to improve employee competence and versatility,
- Arrange for, or in some cases deliver, in-house training programs for employees,
- Research external training resources and provide employees with access.

Performance management:

- Define performance standards consistent with the organization's mission, culture, environment, strategy, and structure,

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- Consult, develop, implement, and evaluate employee recognition and engagement programs that align with the organization's culture and values.

Health, safety, and wellness:

- Manage disability accommodations and return-to-work programs,
- Work with occupational health and safety officers,
- Liaise with the Workers' Compensation Board.

Classification:

- Review positions that fit organizational requirements,
- Work with managers to prepare, evaluate, and allocate positions,
- Conduct reviews to ensure consistency with market,
- Compare positions for equity purposes.

Human resources planning:

- Forecast the organization's human resources needs,
- Collect data relating to trends in termination, WCB claims, attendance, and punctuality,
- Develop and implement cross training and succession planning initiatives.

Corporate/Administrative and Records Management:

- Participate in the development of HR corporate directive and procedures,
- Training and interpretation of corporate directive, procedures, guidelines and employee related legislation,
- Use and oversee the management of human-resources information systems and related records.

Payroll Administration:

- Verify and process required documents when a new employee is hired,
- Create and maintain database records of contact information, hours worked, pay, and other taxable and non-taxable benefits,
- Prepare and verify pay statements, which provide information about each employee's gross and net earnings, tax deductions, and contributions to Canada Pension Plan, Employment Insurance, and benefit plans,
- Comply with government remittance requirements and legislated employment and labor standards,
- Create and analyze system-generated reports, such as labor distribution and vacation time or pay, and resolve any discrepancies,
- Ensure payments are made,
- Complete, verify, and process documentation for administered leaves of absence, shared savings, employment, health insurance, and pension plans,
- Process terminations, calculate termination or severance pay, and prepare Records of Employment (ROEs),
- Perform or help with year-end activities, such as annual regulatory filings, remittance reconciliation, and processing of tax slips,
- Ensure the safeguarding and release of personal information complies with Freedom of Information and Privacy (FOIP) regulations, provincial legislation, and policies,

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- Provide information about tax regulations and respond to employee questions about statements, and benefit plans,
- Prepare payroll-related statistical reports, statements, and summaries,
- Prepare and balance period-end reports and reconcile payrolls to bank statements,
- Communicate with internal clients, management, and service providers such as payroll service agencies, group insurance carriers, or government bodies.

Other tasks or projects as assigned or identified.

Qualifications

- Minimum 5 years related experience,
- Completed or studying for an HR and/or Payroll designation, degree and/or certificate.

Traits and Skills

- Integrity and good judgment,
- Flexibility, especially in adapting to changing priorities,
- Sensitivity, tact and diplomacy,
- The ability to deal with details carefully and accurately,
- The ability to work independently and with others in a team environment,
- The ability to work under pressure and meet deadlines,
- A commitment to trustworthiness,
- A strong aptitude for math and data literacy skills,
- Analytical decision-making and problem-solving skills,
- Interpersonal and conflict management skills,
- Verbal, written, presentation and customer-service skills,
- Organizational and time-management skills,
- Leadership skills, especially during times of change,
- Innovative thinking and openness to new ideas,
- Open-mindedness and objectivity when faced with different viewpoints,
- Respect for employees' rights to privacy and confidentiality,
- The discretion to not promise what they can't deliver and always deliver what they promised,
- Coaching and counselling managers and employees,
- Taking a methodical approach to their work and responsibility for projects.