

POSITION DESCRIPTION

HR COORDINATOR – EXECUTIVE ASSISTANT TO CAO

Position Information

Position Title:	HR Coordinator – Executive Assistant to CAO
Department:	CAO
Reports To:	CAO
Hours of Work:	Monday to Friday office hours
Date Completed:	January 28, 2021
Date Revised:	August 1, 2023

Reason for Submission

New Position:	Position approved Jan 27, 2021
Change in Responsibilities:	
Other (specify):	

Position Summary

The HR Coordinator/Executive Assistant coordinates and ensures the delivery of human resources services including recruitment, disability and benefits programs, performance management, training, occupational health and safety and the overall administration of the Township's Human Resources Information System in addition to professional administrative support to the CAO. The position is responsible to support the CAO by providing confidential, clerical and administrative activities including: document preparation, scheduling meetings, preparing minutes, handling all forms of correspondence, developing reports, presentations and is responsible for project files, and records management. This position will also be responsible for developing and updating HR and Health and Safety policies.

Key Accountabilities

Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).

Accountability Description	Key Performance Indicators
Human Resources: ▪ Compiles, organizes, updates and ensures security of personnel records ▪ Researches and compiles data on various HR trends and topics for use in various tasks/processes.	• Records are accurate, updated and secured for privacy • Clear process for recruitment and departures, adheres to Policies and follows up with

▪ Provides advice and support for all Human Resources matters to Directors/CAO and ensures consistent HR direction across the organization. ▪ Develops, organizes and delivers recruitment and hiring processes for new employees, ▪ Coordinates employee departure process ▪ Delivers recruitment and selection process for non-management staff and provides assessments/recommendations as appropriate within budget. ▪ Supports Directors with recruiting and participates in the recruitment process for senior level recruitment. ▪ Designs and places recruitment advertisements ▪ Oversees hiring procedures to remain consistent with the Township policies, Collective Agreements, and employment related legislation. ▪ Ensures reference checks are completed and satisfactory. ▪ Designs, organizes and delivers orientation and internal training for new employees ▪ Ensures the HR recruitment process is within budget ▪ Oversees mandatory training ensuring it is completed. ▪ Develops and implements annual employee training to address the Township's training and competency needs. ▪ Develops, organizes and delivers the annual employee service recognition ceremony and employee engagement events. ▪ Conducts research for labour relations and negotiations. ▪ Oversees and maintains job descriptions, ensures these are updated as appropriate ▪ Researches, develops, maintains and updates Health and Safety and HR policies, ▪ Designs signoff forms and maintains all training records ▪ Organizes and provides administrative support for Health and Safety meetings.	employees, candidates, others as needed in a timely manner • Creates job postings meeting legislative requirements and post in locations to attract the most qualified candidates. • Provide feedback to candidates in a timely manner to support a positive Employer Brand. • Onboarding and orientation process is clear, important elements covered and training program is timely. • Monitors HR budget and ensures recruitment budget is on track. • Provides CAO-Directors with updated schedule and training topics to meet annual HR requirements, Performance Management and Health and Safety. • Job descriptions are up to date. • HR and H&S policies developed, reviewed and updated regularly. • Apprises the CAO of HR and H&S needs and projects on regular basis.
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▪ Act as an internal resource for health and safety matters to mitigate/eliminate risks and ensure compliance with the Occupational Health and Safety Act (OHSA) Regulations. ▪ Monitors annual performance review process. ▪ Administers and oversees web based HRIS, is HRIS administrator, manages relationship with service provider ▪ Oversees HRIS software training and implementation of various components of the program ▪ Responsible to maintain and update software and information in Township's HRIS. ▪ Administrative coordinator of Township benefit programs ▪ Liaises with various health and wellness benefit agencies and consultant organizations as appropriate or required ▪ Responds to questions and/or concerns from employees regarding benefit and pension plans; ▪ Processes all required WSIB forms in a timely and accurate manner to ensure compliance in the reporting of medical and lost time incidents; ▪ Liaises with WSIB case managers to ensure that all information is received for employee claims and help to coordinate appeals when required; ▪ Provide oversight on attendance management including implementation of attendance management programs, short and long-term disability leaves and return to work programs or accommodations. ▪ Help facilitate an employee's return to work program with the WSIB case manager, management, and employees.	
Executive Assistant: ▪ Act as confidential executive assistant for the CAO, ensuring that confidential information/data is processed according to established policies and procedures.	▪ Current and accurate file maintenance. ▪ Maintains confidential information and files

▪ Prepare routine documents and special reports as assigned by the CAO. ▪ Attends meetings, takes minutes and distributes same as needed ▪ Responds to email, meeting requests, phone requests and in person enquiries, provides general information, refers enquiries to appropriate personnel ▪ Sets up and maintains correspondence, project files, and other files as needed. ▪ Conducts research and investigatory analysis as required for the preparation of correspondence, documents, presentations and reports. ▪ Coordinates projects and municipal activities as required under direction of CAO ▪ Maintains the records management (hard copy and electronic) and archiving systems for the CAO, ensuring that all correspondence, records, reports and documentation are properly filed, dated for retention, diarized for follow-up and can be quickly accessed. ▪ Primary alternate to Communications Coordinator ▪ Perform other administrative support duties and tasks, including photocopying, ordering supplies, office equipment maintenance, etc.	▪ Proof reading and accuracy of distributed documents. ▪ Timely distribution of correspondence, minutes, reports, etc. ▪ Tactfully and professionally responds to all enquiries. ▪ Knowledge of municipalities including functions, protocols and legislation. ▪ Updates CAO regularly
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Knowledge, Skills & Experience

Identify the minimum education and experience required along with required and preferable skills.

Education	▪ University degree/College diploma in human resources, business, public or office administration. ▪ Certified Human Resources Professional (CHRP) designation or working towards certification.
Experience	▪ Minimum 5 years administrative assistant or human resources experience and relevant customer service experience, preferably in a municipal setting.
Skills	▪ Well-developed knowledge of programs related to human resources activities and legislation in Ontario. ▪ Good knowledge of health and safety requirements in municipal setting.



	▪ Superior software applications skills including word processing/spreadsheets/presentations, internet and email programs, records management, and HRIS. ▪ Resourceful with strong problem solving and analytical skills ▪ Excellent organizational, verbal and written communication skills. ▪ Excellent interpersonal, public relations, and customer service skills. ▪ Position requires ability to thrive in environment with multiple and competing priorities, tight timelines and firm deadlines
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Approvals:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: _____
Manager

Approved By: _____
Chief Administrative Officer

Date: _____