

TITLE: Human Resources Administrative Assistant  
SECTION: School Board Office - Human Resources Department  
REPORTS TO: Human Resources Manager (Education)  
Human Resources Officer (Support Staff)

SUMMARY:

Under the direction of the Human Resources Manager (Education) / Human Resources Officer (Support Staff) or delegate provides administrative services the Human Resources Department.

DUTIES:

1. Prepares correspondence and a variety of letters, forms, reports and other documents which include confidential personnel matters, labour relations materials and sensitive facilities issues. Responds to inquiries from various groups.
2. Compiles, enters and ensures that information in the District's computerized Human Resources systems is accurate, updating changes in the system to meet critical deadlines, and reconciling the information with payroll on a regular basis. Sends out notifications as per collective agreements and takes follow-up action as required to ensure that all related correspondence and paperwork has been received
3. Compiles, maintains and updates confidential personnel records of employees including demographics, assignments, leaves, returns, lay-offs, resignations and retirements and provides information and assistance to employees regarding same.
4. Updates, maintains and manually adjusts dates of seniority lists, in accordance with collective agreement language. Reconciles changes and provides information regarding seniority to the unions and employees.
5. Prepares and compiles staffing documents and information for annual staffing meetings and other reassignment purposes.
6. Prepares and processes job postings and classified advertisements for employees, including creating, and maintaining information on job postings and results information on the District website. Initiates postings in the absence of the Human Resources Manager/Officer or delegate in accordance with the collective agreements.
7. Compiles and prepares packages for all interviews, contacts candidates and makes necessary arrangements. Compiles and maintains all information and documentation regarding on-call applications such as certificates, criminal record checks, etc. Completes reference checks as required for all on-call candidates. Provides sign-up and orientation information to new employees.
8. Provides research and administrative support for Human Resources Manager/Officer.
9. Maintains and updates casual call-out records. Provides monthly rosters to Call-Out Clerks and principals. Advises Call-Out Clerks of demographic and availability changes.
10. Provides emergent support to Call-Out Clerks as needed.
11. Operates standard office equipment, including a personal computer, photocopier, fax machine and provides first-line maintenance as required.
12. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12 or equivalent
- Courses in secretarial training of a duration of up to 12 months or equivalent combination of training and experience.
- Possess or be prepared to obtain training to achieve proficiency in the use of District computerized Human Resources systems within a reasonable time.

Skills - the applicant must have

- Intermediate computer skills in data base management, word processing, and spread sheeting.

Experience - the applicant must have

- Experience in a secretarial position for a period greater than 2 years
- Knowledge of Human Resources processes and procedures.
- Experience working in a unionized environment.

Other - the applicant must

- Be able to adapt and recommend changes to established methods and procedures, and exercise independent judgment when necessary.
- Show tact, courtesy and discretion in dealing with people in the course of his/her duties.
- Maintain a high degree of confidentiality with regard to information seen and/or heard in the course of his/her duties.
- Be able to manage multiple projects and set priorities, work independently, perform duties with speed and accuracy and to work effectively with interruptions, under pressure, and with critical deadlines.

**APPENDIX A**

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	Human Resources Administrative Assistant
LOCATION:	School Board Office
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	6	3	3	2	4	4	1	1	3	2
Total Points	329										

RATING CLASSIFICATION: LEVEL	13
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