

**TITLE:** HUMAN RESOURCES ASSISTANT  
**SECTION:** Human Resources  
**REPORTS TO:** Human Resources Manager or designate

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**SUMMARY:**

Under the direction of the Human Resources Manager, the Human Resources Assistant performs a wide variety of HR administrative duties while providing technical direction and general support to Human Resources and the District Absence Dispatch.

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**DUTIES:**

1. Research and input confidential, complex data in an accurate manner to meet critical deadlines on the HR information systems management and HR portal. Such data generates staffing notifications to payroll, seniority reports, and a variety of personnel reports. Speed and accuracy are essential despite frequent interruptions.
  2. Create job postings and process competitions and recruitment initiatives. Maintain competition files, online postings, prepare applications for short listing/rating and complete competition correspondence. Liaise with applicants and respond to inquiries throughout recruitment process.
  3. Research, collate and prepare complex and confidential reports and correspondence such as seniority and layoff/recall lists, assignment reports, leave reports, budget reports utilizing integrated computerized personnel/payroll system and advanced spreadsheet and word processing software.
  4. Organize and facilitate employee orientations, district onboarding, and maintain HR recruitment portal.
  5. Organize, analyze, and provide pertinent information regarding employee absences and replacements.
  6. Respond to confidential, complex, and routine inquiries from principals/vice principals, supervisors/managers, employees, union representatives, payroll staff, and the public, often regarding sensitive and complex human resource matters. This requires researching and referencing the collective agreements, and Employment Standards Act BC. In the absence of the Human Resources Manager, reviews issues and makes decisions independently, consulting with the other District Managers/Administrators as required.
  7. Provides support and back-up replacement for the Automated Dispatch System position; when absent. This requires managing the system to provide replacement teaching and support staff; decision-making regarding replacement protocol, adhering to the Collective Agreements, and basic technical troubleshooting should the system go down.
  8. May on occasion be required to perform other related duties as assigned.
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**QUALIFICATIONS:**

- High school graduation or equivalent.
  - Two-year Post Secondary diploma in Human Resource Management; or a diploma in Business Management including a minimum of two HR related courses; or a combination of education and experience
  - A minimum of five years related experience or an equivalent combination of training and experience.
  - Knowledgeable in recruitment and legislation applicable to HR such as the Human Rights Code, Employment Standards Act, and Workers' Compensation Act
  - Knowledge of and experience with HRIS
  - Advanced skills in database management, spreadsheet and word processing software.
  - Minimum keyboarding speed of 60 c.w.p.m.
  - Excellent mathematical and computation skills.
  - Ability to understand and apply collective agreements.
  - Demonstrated ability to compose a variety of documents of a confidential and complex nature using superior research skills, including HR statistical reports and correspondence.
  - Superior initiative, judgement, organization, decision-making, interpersonal and communication skills.
  - Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality
  - Ability 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.
  - Ability to work with minimum supervision.
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