

**TITLE:** HUMAN RESOURCES ASSISTANT  
**SECTION:** Human Resources  
**REPORTS TO:** Human Resources Consultant

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**SUMMARY:**

Under the direction of the Human Resources Consultant, 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. Such data generates staffing notifications to payroll, seniority reports, budget reports, finance reports, a variety of personnel reports, etc. Accuracy is essential despite frequent interruptions.
  2. Create job postings and process applications for 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. In the absence of the Human Resources Consultant, reviews issues and makes decisions independently, consulting with the other District Managers/Administrators as required.
  7. Provides support and replacement as required back-up for the Automated Absence Dispatch System. This requires managing the system to provide replacement teaching and support staff; decision-making regarding replacement issues and Collective Agreement issues, 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 diploma in business management or equivalent including basic accounting and payroll courses.
  - A minimum of five years related experience or an equivalent combination of training and experience.
  - 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 Human Resources 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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