

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: December 16, 2022	Human Resources (HR) Manager & Assistant to the CAO
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name:
Job Title: HR Manager & Assistant to the CAO	Supervisor's Job Title: CAO
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department/Division: Administration
Employment Status: Full Time Salaried Position	Pay Band: 8

2) Scope of Position (A maximum of three sentences.)

This position is responsible for the strategic development and day to day activities related to HR, with the commitment to assist departments in the recruitment and onboarding of the top available talent, and to provide our staff with necessary training, development, support and the required work experience, as our employees are our greatest asset. The Human Resources Manager is tasked with ensuring that our company culture and workplace welcomes a diverse population and supports each person in achieving career goals within the organization.

This position is also responsible for payroll administration including compensation and benefits, WSIB and disability management. Another responsibility is the coordination and oversight of Health and Safety for the organization.

This position will also work under the direction of the CAO in an administrative support role for non-Council reporting, acting as the initial point of contact for all IT inquiries, coordinating employee communications-distribution, working with Managers in creating and tracking of standard operating procedures and completing special project research work and reporting for the CAO.

Key Responsibilities	Tasks	Percent of Time
Health and Safety	<ul style="list-style-type: none"> - Annual review the Township`s benefits with CAO & Service Provider(s) and employee communications of any program changes. - Completes questionnaires, surveys and reports requested by external contacts such as Stats Canada, other municipalities, etc. - Participate in Grey County HR Group meetings and correspondence. - Responsible for the Health and Safety Budget. - Coordinates and assists employees with disability claims including WSIB reporting, disability leave if applicable, Return to Work/ Accommodation process. - Attends and communicates with County Health and Safety Group. - Work with and support the Employee Health and Safety Committee. - Stay up to date on all regulations and legislation; communicate changes to health and safety committee and staff, update programs/policies as required. - Create and implement new Health and Safety Programs. - Work with WSIB on claims, reporting and WSIB Certificates. - Work with Ministry of Labour on reporting, orders, questions, complaints. 	15%
Assistant to the CAO duties Corporate Management Other	<ul style="list-style-type: none"> - Work with employees to create a culture of engagement, collaboration and teamwork. - Works with the Township CAO in dealings with the media and public communications. - Communicates with contracted professionals providing Human Resources services to the municipality as required while working with CAO and Department Heads. - Assists the CAO to respond to inquiries, questionnaires, surveys and other information requests from federal, provincial and other related agencies and organizations. - Responsible for Council and employee inquiries related IT (cell phones, computer, laptop and tablet) problems. - Works with third party provider on all IT matters including troubleshooting, updates, equipment inventory. - Share responsibility with IT provider on IT security including training staff and ensuring proper processes and policies are in place. Assists the CAO and department heads in grant programs including researching, application processing, reporting and tracking of programs. - Performs other related duties that are assigned by the CAO 	15%

SECTION B: SKILLS

1) Formal Education and External Training

<p>Highest level required</p> <p><input checked="" type="checkbox"/> High School</p> <p><input type="checkbox"/> Vocational School</p> <p><input checked="" type="checkbox"/> Community College</p> <p><input type="checkbox"/> University Degree</p> <p><input type="checkbox"/> Individual Courses</p> <p>Professional recognition:</p> <ul style="list-style-type: none"> • Experience and/or AMCTO training in Employment Law and Human Resources for Municipalities. <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Discuss: As required for position.</p>	<p>Specific Specialty or Degree? (List)</p> <p>- Post secondary education at the college or university level related to Human Resources and Administration an asset.</p> <p>-CHRP Designation (or working towards)</p> <p>- Training in information technology and support would be an asset.</p> <p>-Joint Health and Safety Committee Certification</p>
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2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none"> - Human Resources <ul style="list-style-type: none"> • AMCTO training in Employment Law and Human Resources for Municipalities - OMERS administration - Certified Joint Health & Safety Committee Member 	<p>1 year</p> <p>1 year</p> <p>2 years</p>

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> - Municipal administration - Information Technology support - Project management & research - Knowledge of provincial employment legislation (Employment Standards and Human Rights) - Database management & payroll processing - Health and Safety knowledge and experience 	<p>1 year</p> <p>1 year</p> <p>Would be an asset</p> <p>Would be an asset</p> <p>Would be an asset</p> <p>Would be an asset</p>

4) Other Key Skills:

- Good organizational and analytical skills.
- Good communication and interpersonal skills.
- Computer and software application skills.
- Team player.
- Good time management skills.
- Knowledge of Federal and Provincial legislation and regulations related to employment law and labour relations as it would affect a municipality.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Subordinates Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities CAO Other: Specify Below	Frequently Frequently Frequently Frequently Frequently Frequently Frequently Occasionally Frequently		
External Contacts			
Ratepayers Children/Students Seniors Supplier General Public (Not residence) Business representatives Consultants HR Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups	Occasionally Seldom Seldom Occasionally Occasionally Seldom Occasionally Seldom Seldom Seldom Occasionally Occasionally Occasionally Occasionally Seldom Seldom Seldom		
Interpersonal skills: Ability to maintain confidentiality. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, elected officials, community groups, and the general public.			

6) Decision Making

Works with detailed, complex, and sensitive materials and must exercise considerable judgment, diplomacy, and human relation skills in dealing with complex problems relating to day-to-day operations.

7) Problem Solving Responsibilities

Problems requiring a decision that follows regulations, policies, and procedures.
Complex personnel problem solving.

8) Equipment & Technology Utilized

Computer and other standard office equipment as well as more technical equipment such as servers, routers, etc.
Advanced Software knowledge (servers, phone system, email system)
Municipal Software – Payroll, accounting, property, taxation, etc.
Online applications for third party administration such as benefits, OMERS.

SECTION C: RESPONSIBILITY

1) Program Delivery

Responsibility for Human Resources recommendations and its program delivery reporting to the CAO.

2) Impact and Accountabilities

Accountable to CAO, Council and employees.
Errors can have an adverse impact on financial resources, morale, departmental and program effectiveness, public relations, and potential for legal problems.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
Indirect Subordinates – Job Titles	Number of Staff
Finance Assistant – Payables & Payroll	1
Provides training/instruction to others – Indirect Subordinates -Job Titles	Number of Staff
All staff and Council	70-80

4) Material and Information Resources

Municipal Act
Occupational Health & Safety Act (OHSA)
Southgate Policies and Procedures
Employment Standards Act (ESA)
Confidential and sensitive personnel information.

5) Financial Resources

Responsible for Departmental budget, Health & Safety budget and corporate technology budget

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				x	
Standing			x		
Noise Exposure		x			
Adverse Temperature		x			
Pushing/Pulling		x			
Lifting/Carrying		x			
Dust		x			
Odors		x			
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

Sitting for long periods. A lot of typing.

Health and Safety Responsibilities

Responsible for ensuring Southgate Employees work safely by following rules and training as required through supporting and working with the Township's Health & Safety Committee. Maintaining contact with Health & Safety the Ministry of Labour, service providers and training consultants on new changes to the Employment Standards Act.

3) Travel

Attend workshops, training, meetings, as required.

4) Driving

Usually within the Municipality and as required outside the township to meetings, offsite training & seminars, conferences, etc.

5) Mental Environment

Busy office environment distractions and interruptions, background noise).
Dealing with employees concerns and issues in a trusted and confidence relationship.
Access to and working with confidential employee file information.
Working hours are regular 8:30 am to 4 pm with some requirements for after hours for interviews, Council meetings and other meetings/events
Shift attention from one task/activity to another.

SECTION E: EFFORT

1) Mental Effort

Multiple tasks and projects with demands for deadlines.
This position requires of mental effort to manage employee concerns, conduct project research, solve problems and deal with people.
Diagnosing IT problems for resolution or the requirement of additional support.

2) Physical Effort

Minimal physical effort.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position:

Date Completed:

Signature

Supervisor:

Date Completed:

Signature

CAO:

Date Completed:

Signature