

External Job Posting, Pickering Public Library

Human Resources Specialist, full-time, temporary contract

Are you a CHRP looking to expand your human resources work experience? Are you a quick learner with outstanding administrative and technical skills? Would you like to work in your community supporting a great team of dedicated employees? Then Pickering Public Library is the HR career choice for you!

Pickering Public Library has a job opening for an experienced, reliable, and hardworking full-time Human Resources Specialist to work as a generalist supporting HR functions as a self-directed team player. Reporting to the Director of Human Resources, the successful candidate will provide a wide range of professional, efficient, and confidential human resources support services for the library. As a generalist in a unionized workplace, this role primarily provides administrative support in the following HR functions: recruitment and retention, compensation, learning and development, human resources planning, health and safety, labour relations, performance management, attendance management. The ideal candidate for this new HR role will foster a positive and professional work environment while appreciating the value of time management, technology, confidentiality, and welcoming communication. This is a temporary contract to cover a leave of absence for 12 months.

Salary: \$56,839 per annum

Hours: 35 hours per week, Mon – Fri

Applicants must have:

- Bachelor's degree or equivalent combination of education and experience. CHRP designation preferred
- 1 year experience in an HR role
- Proficiency with computer skills including Microsoft Word, Excel, Outlook, PowerPoint, SharePoint, Access, Publisher, Visio, HRIS, and social media applications;
- Strong time management, communication, interpersonal skills. Demonstrates a high level of discretion and tact in sensitive and confidential situations.
- Necessary job competencies: accountability; client focus; communication skills; flexibility; problem-solving/decision-making, teamwork & relationship building.

Pickering Public Library is an equal opportunity employer The Library encourages and welcomes applications from our diverse population including qualified aboriginal Canadians, persons with disabilities, members of visible minorities, and women. If you require accessibility accommodation, please contact the Director of Human Resources at 905-831-6265 ext. 6222. To access further information about Accessibility at Pickering Public Library please visit www.picnet.org

HR Functions (HRS key tasks)

1. **Planning:** Assist in the development and implementation of HR programs to support the strategic plan and department goals; develop and execute individual work plans. Research, share, and document current HR best practices and employment law impacts.
2. **Recruitment & Retention:** Perform full-cycle recruitment activities in accordance with organizational policies, the Employment Standards Act, Human Rights Code, and relevant collective agreements. Process approved job posting requests from department managers; maintain organized, updated recruitment folders and administer applications within the careers email inbox; track employee movement (new hires, job posting awards, leaves of absence, transfers, terminations, resignations and retirements); participate in the pre-screening, interview and selection process; conduct new hire orientation. Administer welcome and exit interviews making reports and recommendations to management.
3. **Compensation:** Completion of payroll action forms; process routine salary changes in HRIS (InfoHR); HRIS data entry for new hires, leaves, and terminations; review of bi-weekly payroll entries for accuracy in ADP Ez labour time and attendance system.
4. **Health and Safety:** Be familiar with Occupational Health and Safety (OH&S) Act and engage in safe work practices; support the OH&S program administration; knowledge of the Accessibility for Ontarians with Disabilities Act (AODA) and related organizational plans and policies.
5. **Learning:** Provide administrative support for learning and development activities. Administer training registrations and e-learning setup in HRDownloads. Administer learning management software or tools including use of technical skills for the creation of targeted learning modules, site pages, and videos.
6. **Performance Management:** Coordinate the performance appraisal process with departmental managers including oversight of the tracking of completed appraisals.
7. **Attendance Management:** Create reports to identify high absenteeism (track patterns); provide administrative support regarding the Attendance Management program
8. **Employee/Labour Relations:** Be familiar with the collective agreement and assist with preparation for negotiations and grievances; share knowledge of the Employment Standards Act, Human Rights Act and other HR legislation; be familiar with administrative policies and HR procedures. May attend labour management meetings.
9. **General Activities:** Daily efficient support of the HR office; interpret policies and procedures; ensure personnel files are complete and in compliance with legal

requirements; respond to email and phone inquiries in a timely manner; attend various meetings and sits on committees to represent HR; uses advanced technical proficiency to prepare weekly, monthly or annual reports and infographic presentations; creation of forms and templates; coordinate HR administrative activities to ensure all checklists and related tasks are completed in a timely manner. May supervise the tasks of junior employees and act accordingly in the absence of the Director of HR. Other tasks, including volunteer program coordination, will be performed upon request.

Pickering Public Library is a competency-based workplace. The Library seeks applicants with specific aptitudes (see the attached list of competencies and visit us online at <http://www.picnet.org/careers>).

We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted. Successful applicants must be prepared to undergo a satisfactory Criminal Records Check (which may include the CPIC vulnerable sector search) as a condition of employment.

Please quote Job ID #E-8 and email resumes to: careers@picnet.org

In your cover letter, please detail your technical strengths and areas of HR interest/expertise.

Closing date for applications: April 21 **Planned starting date:** June 5, 2017

Competencies

Accountability

Meets commitments and deadlines. Performs work in accordance with safety and security requirements

- Completes assignments and work commitments on time.
- Delivers quality work with limited errors
- Acknowledges errors or mistakes and takes ownership over corrections
- Maintains acceptable attendance
- Respects confidentiality.
- Reports any potential health & safety or security concerns.
- Participates in required safety training.

Client Focus

Responds to client needs and internal requests.

- Considers the client's needs when completing work, making suggestions and providing service that typically results in client satisfaction
- Always displays professionalism, respect and dignity in daily interactions
- Follows through on commitments and responds to inquiries, emails, requests and complaints in a timely fashion
- Provides a level of service and assistance that is consistent with organizational guidelines and practices

Communication

Effectively listens and communicates. Clearly communicates concerns and responds to conflict directly

- Verbally communicates information with clarity
- Uses active listening and concentration in order to increase understanding
- Writes with clarity and purpose, structures written documents in a logical order, ensures spelling and grammar are appropriate
- Is polite and professional in both verbal and written communication.
- Handles conflict by having an open discussion with the individual(s) involved.
- Clearly communicates ideas and concerns by stating point of view while being open to hearing other feedback.

Flexibility

Responds positively to changing needs and conditions

- Understands that change happens and keeps an open mind to new initiatives
- Is flexible to altering normal working conditions in order to get a job done (i.e. assisting a co-worker, takes assignments outside of regular job duties)
- Recognizes the value of different opinions, approaches and perspectives
- Remains positive during times of uncertainty

Problem Solving & Decision Making

Recognizes and identifies issues and offers solutions and/or makes decisions that fall within the position's responsibilities and involves others as required

- Asks questions and looks for answers to issues.

- Identifies issues, makes appropriate decisions for the position and offers basic solutions based on available resources
- Attempts to resolve issues that fall within their scope and accountability
- Involves or refers the issue or decision making to the right person or authority to have the situation resolved
- Makes suggestions at team meetings and to manager on potential/ known issues and possible solutions

Teamwork & Relationship Building

Maintains positive productive working relationships, participates in team or group activities and helps team members.

- Develops and maintains work relationships that are required in order to achieve regular tasks and objectives
- Easily establishes rapport, and communicates openly and effectively
- Is tactful and diplomatic with the ability to remain calm and composed in difficult situations
- Practices active listening and has solid understanding of others.
- Participates in team building and works toward achieving team objectives.
- Meets deadlines and commitments set by the team.

Alternate formats available upon request. Please talk to Library staff.