

# CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO



## **NU-153 - B02021**

**position:** *HUMAN RESOURCES OFFICER – Long-Term Occasional*

**location:** *Central Board Office – Kemptville*

**hours of work:** *35 hrs per week*

**salary:** *\$53,203.00/annum*

**effective:** *Immediately – February 10, 2023*

**Note:** *Please refer to the attached job description for further information.*

### **Job Summary:**

*Under the direction of the Coordinator(s) of Human Resources, the Human Resources Officer is responsible for assisting with day-to-day business within the department, i.e. screening telephone calls, preparing correspondence and dealing with matters pertaining to collective agreements. In consultation with the Coordinator(s) of Human Resources, this position is responsible for payroll and leave administration.*

### **Qualifications:**

- *Requires post-secondary courses in Human Resources Administration from a recognized community college.*
- *A combination of required education and a minimum of four (4) years related experience is expected.*
- *Sound knowledge of associated collective agreement provisions, the Employment Standards Act, and the Education Act and associated regulations.*
- *Experience in administration of collective agreements and a leave and attendance system is essential.*
- *Possess experience in staffing and recruitment of employees, including appropriate posting methods and coordination of interviews.*
- *Possess demonstrated ability to use personal computers and associated software, such as Microsoft Word, and have previous experience using an integrated Human Resources/Payroll computer system.*
- *Ability to follow established Board procedures.*
- *Ability to use tact, discretion and maintain information in the strictest of confidence.*

*Send application and curriculum vitae no later than*

***December 2, 2021 by 4:00pm:***

***e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)***

***fax: (613) 258-3610***

***CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.  
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,  
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.***

**A. JOB IDENTIFICATION:**

**TITLE: HUMAN RESOURCES OFFICER**

**DEPARTMENT: HUMAN RESOURCES**

**IMMEDIATE SUPERVISOR: COORDINATOR(S) OF HUMAN RESOURCES**

**B. JOB SUMMARY:**

Under the direction of the Coordinator(s) of Human Resources, the Human Resources Officer is responsible for assisting with day-to-day business within the department, i.e. screening telephone calls, preparing correspondence and dealing with matters pertaining to collective agreements. In consultation with the Coordinator(s) of Human Resources, this position is responsible for payroll and leave administration.

**C. DUTIES AND RESPONSIBILITIES:**

- Payroll administration; ensure all documentation is complete to set up a new employee for payroll as required for bi-weekly payroll system.
- Calculate new bi-weekly salaries as required and in accordance with collective agreement provisions.
- Provide payroll department with salary changes as required.
- Record benefit and pension information as required per OTIP and OMERS.
- Track, record and enter new teacher information for TPA, experience and seniority purposes.
- Set up employees returning from leaves of absence/parental/maternity leave.
- Provide payroll with salary information for casual teachers.
- Absence tracking; maintain sick leave absences and entitlements.
- Respond and research concerns regarding absences/sick leave provisions.
- Respond to telephone requests and forward necessary forms to new occasional teachers.
- Organize and maintain employee files.
- Ensure registration with the College of Teachers is current and on file.
- Advise OCT of new teachers that have successfully completed the NTIP program.
- General Human Resources Administration: respond to telephone inquiries; prepare confirmation of employment, experience and sick leave letters.
- General correspondence, faxing, copying and receptionist duties as required.
- Perform other duties as assigned which are unplanned or of a transient nature and are consistent with the above job summary and duties.

**D. QUALIFICATIONS:**

- Requires post-secondary courses in Human Resources Administration from a recognized community college.
- A combination of required education and a minimum of four (4) years related experience is expected.
- Sound knowledge of associated collective agreement provisions, the Employment Standards Act, and the Education Act and associated regulations.
- Experience in administration of collective agreements and a leave and attendance system is essential.
- Possess experience in staffing and recruitment of employees, including appropriate posting methods and co-ordination of interviews.
- Possess demonstrated ability to use personal computers and associated software, such as Microsoft Word, and have previous experience using an integrated Human Resources/Payroll computer system.
- Ability to follow established Board procedures.
- Ability to use tact, discretion and maintain information in the strictest of confidence.

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Incumbent Signature

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Supervisor Signature