

## **NU-291**

Position: **Human Resources Officer- Permanent**

Location: **Kemptville Board Office**

Hours of work: **35 hours/week**

Salary: **\$65,063 - \$76,545/annum**

Effective: **Immediately**

### **Note**

Please refer to the attached job description for further information.

### **Qualifications**

- Post-secondary education and/or courses in Human Resources or a relevant field of study from a recognized post-secondary institution, or an equivalent combination of education and experience.
- A minimum of three (3) years' experience in the field of Human Resources in a unionized environment.
- Sound knowledge of associated collective agreement provisions, the Employment Standards Act, and the Education Act and associated regulations.
- Experience in the administration of collective agreements and a leave/attendance system is essential.
- Demonstrated proficiency in drafting and editing written communications and strong documentation skills.
- Demonstrated proficiency with digital tools, including Microsoft Excel, Microsoft Word and other standard office software, along with prior experience using integrated Human Resources and Payroll systems.
- Ability to follow established Board policies and procedures.
- Ability to exercise considerable independent judgment, tact, and sensitivity with confidentiality and discretion in dealing with all stakeholders.

Interested applicants may submit a cover letter and resume no later than:

**Friday June 13, 2025 by 4:00pm**

Please specify what position you are applying for.

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

**We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.**

**The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.**

**The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.**

**Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.**

Chris Cummings  
Chair of the Board

Laurie Corrigan  
Director of Education

## **A. Job Identification:**

Title: **Human Resources Officer**

Immediate Supervisor: **Human Resources Coordinator(s)**

## **B. Job Summary:**

Reporting to the Human Resources Coordinator(s), the Human Resources Officer supports the daily operations of the department. This includes managing incoming inquiries, drafting correspondence, and addressing matters related to collective agreements. In collaboration with the Coordinator(s), the role also oversees payroll and leave administration, ensuring accuracy and compliance with organizational policies.

## **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 the 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 employees.
- Maintain and update the Occasional Teacher roster to ensure accuracy and availability of qualified personnel.
- Coordinate onboarding and documentation for new occasional teachers, ensuring compliance with board policies and regulatory requirements.
- Communication with employees as part of onboarding process
- Respond to telephone requests and forward necessary forms to new employees.
- Ensure registration with the College of Teachers is current and on file.
- General Human Resources Administration: respond to telephone inquiries; prepare confirmation of employment, experience and sick leave correspondence.
- Monitoring and reconciliation of specific absence reason codes and employee accrual plans.
- Perform other duties as assigned which are unplanned or of a transient nature and are consistent with the above job summary and duties.

## **D. Commitment to Equity:**

The CDSBEO is committed to equity in employment. We are committed to equitable hiring practices. We are committed to the inclusion and anti-oppression practices.