

# POSTING

## HUMAN RESOURCES GENERALIST

### Permanent Full Time (35 hrs per week)

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Works with staff to ensure high quality Human Resource (HR) services are provided throughout Options Community Services (OCS). Ensures compliance with HR policy and accreditation standards; provides consultation to supervisory staff on performance management and all other HR issues; fields questions for agency staff; participates in recruitment and selection as requested; and orients new staff; liaises with payroll and finance; and works with senior leadership to achieve continued quality improvement in HR practices.

#### KEY DUTIES AND RESPONSIBILITIES

- Provide advice and/or services to management regarding issues such as recruitment, selection, orientation, staff development and training, performance reviews, compensation, discipline, terminations and/or collective agreement applications and interpretations.
- Oversee society job postings in consultation with hiring manager. Assist where required with the recruiting, interviewing and selection of staff.
- Co-ordinate with hiring manager in preparing offer letter and employment agreement to ensure accuracy. Prepare documentation for changes to the employment agreement. May meet with new staff to complete required hiring forms.
- Manage employee file system for staff with support from the Payroll/Benefit Manager.
- Oversee volunteer files, recognition and policy and procedure development.
- Maintain HRIS to ensure personnel electronic information is up to date and accurate. Provide reports to management such as staff development and training reports, employee listings, etc.
- Participate in liaising with the union to address and/or resolve grievances and/or arbitration cases in consultation with CSSEA representative. Participate as required in collective bargaining and local issue negotiations.
- Responsible for ensuring criminal record checks are completed for all potential new employees, volunteer and practicum students to the society and ensure any relevant criminal history is reviewed with E-Team.
- Assess and develop personnel training as needed, in consultation with program managers, changes to legislation, PQI feedback, etc. Participates as a member of the Staff Development Committee.
- Co-ordinate the Canada Summer Jobs project by submitting student position applications in consultation with program managers, liaison with Service Canada representatives, oversee funding usage and submit final reports.
- Liaise with payroll and finance regarding new hires, terminations and any other changes in employees' details with regard to pay.
- Support Payroll/Benefit Manager in claims management, including: leaves of absence,

sick time/disability, WorkSafe BC, etc. Co-ordinates return to work programs and provide advice on accommodation when required.

- Assist Payroll/Benefit Manager with payroll related problems.
- Co-ordinate the exit interview process and evaluates/reports on termination trends to E-Team.
- Prepare reports, such as PQI, Annual HR report, hire/termination report and required reports/surveys as needed.
- Use of personal vehicle for business purposes.

## **QUALIFICATIONS**

### **Education, Training, and Experience:**

- Completion of a post-secondary degree in Human Resources and CPHR designation. Combination of education and experience will be considered.
- A minimum of five years experience in a human resources generalist role, preferably in the nonprofit sector.
- Extensive knowledge of Human Rights legislation, WorkSafe BC legislation, labour relations and PIPA.
- Knowledge of payroll and benefit administration an asset.

### **Job Skills and Abilities:**

- Excellent time management, analytical and organizational skills.
- Ability to deal effectively with others.
- Proficiency with computer programs, such as Word, Excel, Email, HRIS, etc.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Service-oriented mindset and the ability to be both pro-active and responsive to employee and management enquires.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain a high level of confidentiality.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Crisis Line experience an asset.

\* An eligibility list will be maintained for up to 6 months.

**CLOSING DATE:** Resumes will be reviewed starting March 19, 2020 but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Christine Mohr, Chief Executive Officer  
Options Community Services Society  
Email: HRPosting@options.bc.ca

**No phone calls please.**

**Please include a cover letter clearly indicating the posting number [#A21522] and outlining your qualifications and related experience for the position.**