



Human Resources Officer Administrative Procedure 2.B.210

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: December 2024

Date Amended:

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

The Human Resources Officer reports to the Superintendent. The primary function of the Human Resources Officer as a member of the Superintendent's management team is to provide leadership in the business administration activities. These include supporting the development and implementation of HR initiatives and systems, provide counselling on policies and procedures and being actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.

RESPONSIBILITIES AND DUTIES

1. Support the development and implementation of HR initiatives and systems.
2. Compose and prepare routine correspondence and memos as it relates to personnel issues/hiring, resignation/retirement, etc.
3. Coming up with effective compensation strategies for employees.
4. Ensuring legal compliance with labor practices.
5. Investigating escalated employee concerns and finding solutions.
6. Support management with disciplinary and grievance issues.
7. Providing counseling on policies and procedures.
8. Being actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
9. Assist in performance management processes.
10. Create and/or approve job descriptions.
11. Support Education Support Centre Administrative Assistant with HR support activities.
12. Prepare reports for Statistics Canada, Teacher Certification.

SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Demonstrated data entry skills with a great attention to detail and accuracy.
- Ability to prioritize and manage time to ensure deadlines are met.
- Problem solving and decision-making aptitude.
- Strong ethics and reliability.
- Strong computer skills and experience working with accounting software applications, Word and Excel.

EMPLOYMENT REQUIREMENTS

- Knowledge of HR Functions, Labor laws and disciplinary procedures
- Diploma in a recognized human resource program (or equal combination of academic and practical experience)
- Minimum of two (2) years related experience.