

## **JOB DESCRIPTION**

<b>Position Title :</b>	<b>Human Resources Assistant</b>	<b>Position #A304-26</b>
<b>Dept/Branch :</b>	<b>Human Resources Department</b>	
<b>Reports to: :</b>	<b>Director of Human Resources</b>	
<b>Position Supervises:</b>	<b>N/A</b>	

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### **I. POSITION SUMMARY**

Under the general direction of the Director of Human Resources. The Human Resources Assistant works in a confidential capacity as an exempt position responsible for support to the Human Resources Department. The Human Resources Assistant provides administrative support for various department initiatives, including recruitment, labour relations, training and professional development, health and safety, and job evaluation.

The incumbent exercises independent judgement under the direction of the Director of Human Resources and follows established Okanagan Regional Library policies, procedures, and practices and maintains the integrity and confidentiality of information communication within the organization.

Performance is evaluated by the Director of Human Resources in terms of achieving established goals, objectives, program effectiveness, and the quality of judgement, communications, human relations, timeliness and accuracy in reporting, recommendations brought forward, and teamwork developed.

### **II. ACCOUNTABILITIES**

#### **Administrative Support**

- Provides full range of confidential administrative support for the Human Resources Department, including preparing, scanning, and distributing correspondence, filing, archiving, reports and forms.
- Organize logistics for Human Resources and Health & Safety meetings including catering, taking minutes, set up and take down.
- Creates and maintains confidential employee files and maintains accurate employee data in the HRIS system.
- Assists in the maintenance of HR and Health and Safety program data, metrics, KPIs, and departmental research and reporting.
- Assists in the scheduling and maintenance of exit interviews and offboarding records.
- Assists in the coordination and administration of employee engagement initiatives such as recognition and awards programs, wellness activities, employee surveys and events.
- Assists in the tracking, filing, recording completion, expirations, certification of training records.
- Assist in the administration of Joint Job Evaluation process including preparing employee Job Evaluation packages.
- Assist in recruitment activities including compiling interview results, administration and tracking of reference checks, and assisting with Job Postings.
- Assists in the administration of onboarding and training for new hires including
- Tracking and processing Criminal Record checks.
- Actively participates in HR projects contributing to the success of departmental initiatives.

### III. SUPERVISION AND CONTACTS

**Direct Reports:** 0

**Indirect Reports:** 0

**Other Relationships:** Communicates occasionally with all levels of staff, rare communication with external or government agencies.

### IV. WORKING CONDITIONS

Works in an office environment with extensive time sitting at a desk using computers and with frequent interruptions and requiring high level of attention to detail. Extensive interaction with internal stakeholders. Occasionally travels to branches and meeting sites.

### V. KNOWLEDGE, SKILLS & ABILITIES

#### Education

Diploma in Human Resources Management or Business Administration or a combination of experience and education.

Working towards CPHR

#### Related Experience

Minimum of two (2) years in a human resources environment, or equivalent combination of training and experience.

1 Year experience working in a unionized environment.

#### Other Requirements

- Knowledge of HR principles, employment standards, labour law, WorkSafeBC regulations.
- Understanding of unionized workplaces and Collective Agreements.
- Experience and expertise with the use of Microsoft suite, HRIS, and virtual meeting platforms.
- Ability to exercise discretion and good judgment particularly when handling highly confidential/sensitive information; Possess a high level of initiative and personal integrity
- Aptitude for detailed work with strong organizational abilities.
- A collaborative, team-focused mindset.
- Excellent communication and interpersonal skills; ability to communicate with courtesy, tact and interest with staff and all sectors of the public.