

**MUNICIPALITY OF HURON EAST  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Human Resource Coordinator</b>	
<b>Department:</b>	Administration	
<b>Reports to (Title)</b>	Chief Administrative Officer	
<b>Job Description last updated on (Date):</b>	<b>December 20, 2022</b>	

<b>POSITION DETAILS</b>	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Town Hall
Pay Method (salary/hourly)	Salary
Normal Workweek (# of hours)	35 hours / week + meetings
Overtime Status (paid/unpaid/rate/after x# hours)	Unpaid - Hours are in lieu off
Benefits:	OMERS? YES / NO Group Benefits? YES / NO

**GENERAL DESCRIPTION (OVERVIEW) OF POSITION**

Reporting to the CAO, the Human Resource Coordinator is responsible to provides payroll and human resource services to the municipality including administration of OMERS, employee benefits, employment policies, and administration of personnel files. The Human Resource Coordinator provides administrative support to the CAO on confidential matters related to personnel legal files, employee confidential records, and employee management.

**1. Scope of position**

- a. Payroll
  - i. Completes payroll for corporate employees including all aspects of employee compensation (i.e. benefits, sick time, vacation, OMERS, employee deductions, etc.).
  - ii. High degree of confidentiality required
- b. Human Resources
  - i. Provides human resources administrative support services to the CAO.
  - ii. High degree of confidentiality required

**2. Key Responsibilities**

- a. Payroll
  - i. Sets up and operates the payroll system to calculate pay rates and deductions for all purposes.

- ii. Reviews time sheets and bring any questions or errors to the attention of the appropriate department head.
  - iii. Prepares pay cheques for signature and distribution.
  - iv. Records the use of sick leave, lieu time and vacation credits. Maintains payroll and benefits records. Ensures security and confidentiality of all payroll information.
  - v. Assures legal compliance with legislation and benefit packages including Income Tax, Payroll Tax, OMERS, RRSPs, CPP, Employment Insurance, Workers Compensation Insurance, Group Insurance and other legislated benefits.
  - vi. Prepares and remits monthly payments to the Receiver General, Minister of Finance, Workers' Safety Insurance Board, OMERS and agents for RRSPs and group insurance. Perform year-end reconciliation.
  - vii. Prepares and issues T'4s, and record of employment forms.
  - viii. Responds to employee inquiries regarding pay and benefit entitlements.
  - ix. Prepares payroll and benefits reports and analysis.
  - x. Assists in the maintenance of the Payroll and Benefits policies.
  - xi. Provides back up to other finance and accounting functions in the finance department.
  - xii. Provides training and assistance to other Municipal staff on computer and information technology.
  - xiii. Performs other related duties as assigned.
- b. Human Resources
- i. Undertake research and provide guidance on provincial legislation related to human resources.
  - ii. Maintain confidential and secure employee records files;
  - iii. Review employment and personnel policies to ensure compliance with legislation and regulations and make recommendations on proposed revisions to the CAO for consideration by Council;
  - iv. Maintain employee training records and ensure employees complete training as required based upon legislation, position, and municipal policies;
  - v. Coordinate and arrange for corporate training sessions as required.
  - vi. Adheres to requirements of Occupational Health and Safety legislation and regulations.
  - vii. Attends board or Committee meetings as assigned and records the official minutes of such meetings.
  - viii. Attends and participates in staff meetings.
  - ix. Performs other tasks as assigned.

### SECTION A: SKILLS

<b>1.</b>	<b>Knowledge</b>
<b>a)</b>	<b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc)</b>
	<ul style="list-style-type: none"> <li>• Post-secondary education in accounting and payroll/benefits administration;</li> <li>• Post-secondary education in human resources management/administration; or</li> <li>• Post-secondary education in public administration;</li> </ul>

<b>b)</b>	<b>Formal Training (designation(s) or certification(s)) required:</b>	
	<ul style="list-style-type: none"> <li>• Human Resource Certificate preferred;</li> <li>• AMCTO Municipal Administration Program Certificate preferred;</li> </ul>	
<b>c)</b>	<b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>	
	<ul style="list-style-type: none"> <li>• Minimum of 3 years of public administration preferably with a municipality directly related to payroll/benefits administration, human resource management, accounting, or municipal administration;</li> <li>• Experience with payroll/benefits administration, human resource management, accounting, and municipal administration;</li> <li>• Experience working with job related software (Word, Excel, and information management software).</li> <li>• Thorough knowledge of the Municipal Act, human resource legislation, and other related statutes.</li> </ul>	
<b>d)</b>	<b>Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands</b>	
	Time Management	Teamwork
	Keyboarding	Confidentiality
	Computer knowledge/skills	Communication skills
	Payroll	Human Resource Planning & Management
	Knowledge of statutes: municipal by-laws and Provincial regulations	Strong initiative and willingness to learn and take on new tasks and responsibilities
	Public relations: Public, Staff, Council	Records Management
	Customer Service Skills	Work independently and with others.

<b>2.</b>	<b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>
	<ul style="list-style-type: none"> <li>• This position is not empowered to act without CAO approval with respect to major/complex issues.</li> <li>• This position spends a lot of time investigating alternatives, conducting research (i.e. statutory responsibilities) before making a decision.</li> <li>• Position requires a high degree of accuracy and precision as it relates to payroll, pension and benefit administration</li> <li>• Requires a very high degree of confidentiality and management of personal and confidential information</li> </ul>

<b>3.</b>	<b>Communication – written, verbal and interpersonal</b> a. Excellent interpersonal and communication skills are essential
<b>a)</b>	<b>Internal contacts (council, managers, non management staff)</b> Council, CAO, Clerk, Managers, and staff
<b>b)</b>	<b>External Contacts (general public, suppliers, government, professionals, boards, etc)</b> General public, suppliers, government, professionals, ministry contacts, and boards.
<b>Nature of the communication:</b>	
<ul style="list-style-type: none"> <li>• Communicates at very high level: main focus is with staff, CAO, Clerk and council and some outside agencies.</li> <li>• Large volume of information which must be detailed, deal with complex confidential information</li> <li>• Communication of highly complex information, negotiation, and communicating with difficult people and situations are regular occurrences.</li> </ul>	

### SECTION B: EFFORT

<b>1.</b>	<b>Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.</b>
<ul style="list-style-type: none"> <li>• Concentration required at times, some complexity to work, analysis and problem solving.</li> <li>• High level of confidentiality at all times.</li> </ul>	
<b>2.</b>	<b>Physical &amp; Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.</b>
<ul style="list-style-type: none"> <li>• Manual dexterity for using computer keyboard, high volume of work at times.</li> </ul>	

### SECTION C: RESPONSIBILITY

<b>1.</b>	<b>Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning</b>
<ul style="list-style-type: none"> <li>• Performing of duties has an immediate effect on the provision of programs/services.</li> <li>• Frequent contact with the public.</li> <li>• Gives input to development and evaluation of programs/services.</li> </ul>	
<b>2.</b>	<b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b>
<ul style="list-style-type: none"> <li>• Responsible for the administration and maintenance of human resource records and policies</li> <li>• Gives input for the CAO including HR policies, procedures and personnel files.</li> </ul>	

<b>3.</b>	<b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b>
<ul style="list-style-type: none"> <li>• Responsible for storage and maintenance of material or information for the Human Resources including special projects.</li> <li>• Responsible for maintenance of meeting minutes (information of a complex nature).</li> <li>• Uses small equipment safely</li> <li>• Provides input for policies and procedures relating to material and information resources.</li> </ul>	

<b>4.</b>	<b>Financial Resources – budgets, treasury, accounting and confidentiality</b>
<ul style="list-style-type: none"> <li>• Work may be of confidential nature.</li> <li>• Consults with other Department Heads.</li> </ul>	

**SECTION D: WORKING CONDITIONS**

<b>1.</b>	<b>Physical surroundings and hazards</b>
<ul style="list-style-type: none"> <li>• Works in a pleasant physical environment.</li> <li>• Minimal exposure to hazards. Minimal risk of injury.</li> </ul>	
<b>2.</b>	<b>Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption</b>
<ul style="list-style-type: none"> <li>• Many interruptions.</li> <li>• Some contact with the Public.</li> <li>• Frequent deadlines, must prioritize</li> </ul>	

**SECTION E: APPROVAL**

<b>Employee Approval</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Name	
Signature	
Date	

<b>Supervisor Approval</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	

<b>Next Level of Supervision (If applicable)</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	