

# Manager Personnel Services

## JOB DEFINITION WORKSHEET

Draft

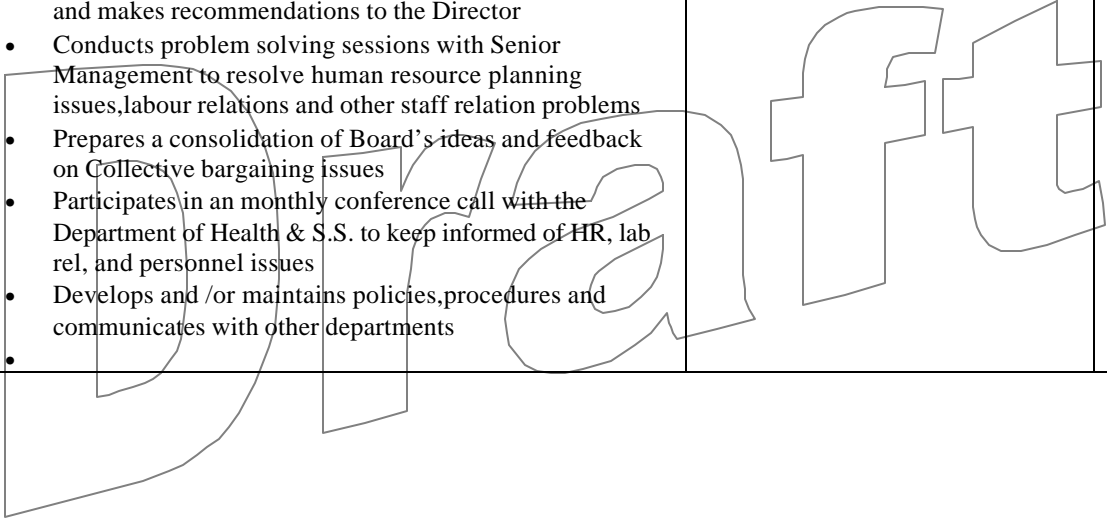
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**Responsibility:**

Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level
<p>1. Manages and participates in all ( including short term and casual)staff recruitment and placement actions for secondments and transfer assignments to ensure that positions in the Board establishment are filled with the most suitable candidates available</p>	<ul style="list-style-type: none"> <li>• Receives staff requisitions from managers, verifies accuracy, ensures job descriptions are current and org charts attached <i>as per (xxxxxxxxxx)</i></li> <li>• Write competition ads in established format, describing accurately and concisely position duties and requirements</li> <li>• Manage advertising policies and ensure adherence</li> <li>• Approve all advertising expenditures , candidate travel and removal expenses <i>as per (xxxxxxxx)</i></li> <li>• Screens applicants as per screening criteria and decides in consultation with managers which candidates receive interviews</li> <li>• Arranges for interviews in a cost effective way ( <i>as per xxxxxxxx</i>)</li> <li>• Chairs the selection committee (<i>as per xxxxxx</i>)</li> <li>• Informs selection committee of responsibilities,legislation and policies</li> <li>• Conducts and documents background checks and evaluates performance and suitability</li> <li>• Extends verbal offers of employment and notifies unsuccessful applicants of the decision (<i>as per xxxxx</i>)</li> <li>• Closes the competition file, secures rating forms and reference documents and enters all data to the CICS system( <i>as per xxxxx</i>)</li> <li>• Prepares formal offers of employment and senior management competition reports( <i>as per xxxxxx</i>)</li> <li>• Prepares competition reports for staffing appeals (<i>as per xxxxx</i>)</li> <li>• Provides expert testimony (witness) as per appeals process</li> <li>• Provides advice and guidance to Departments regarding the staffing process ( <i>through formal educational seminars 2x/yr</i>)</li> </ul>		

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<b>Responsibility:</b>			
<b>Task</b>	<b>Standards &amp; Deliverables</b>	<b>Goal / Objective</b>	<b>Authority / Decision Level</b>
2. Develops and maintains Orientation Program for all new Board employees	<ul style="list-style-type: none"> <li>• Develops specific Board and departmental orientation processes</li> <li>• Coordinates the development of orientation documentation</li> </ul>		
3. Manages the provision of labour relations services and professional advice on employee and labour relations within the Kitikmeot H&S Board	<ul style="list-style-type: none"> <li>• Conducts research, provides guidance and makes recommendations during the first two levels of the grievance process</li> <li>• Provides advice and interpretation of entitlements under the collective agreement to management and employees</li> <li>• Prepares Ministerial correspondence and briefing notes including letters of dismissal and suspension</li> <li>• Negotiates settlements of disputes with Union Executive and makes recommendations to the Director</li> <li>• Conducts problem solving sessions with Senior Management to resolve human resource planning issues, labour relations and other staff relation problems</li> <li>• Prepares a consolidation of Board's ideas and feedback on Collective bargaining issues</li> <li>• Participates in a monthly conference call with the Department of Health &amp; S.S. to keep informed of HR, lab rel, and personnel issues</li> <li>• Develops and /or maintains policies, procedures and communicates with other departments</li> </ul>		



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4. Coordinates Pay and Benefits program for all Board employees	<ul style="list-style-type: none"> <li>• Provides advice and guidance to pay/benefits administrator</li> <li>• Ensures all employees of compulsory and optional benefits and policies</li> <li>• Approves all pay actions</li> <li>• Ensures all pay and benefits documentation is completed in a timely manner</li> <li>• Ensures all employees receive all appropriate information regarding pension benefits;including elective service and reciprocal transfer documentation is completed and processed in a timely manner</li> </ul>		
5. Manages Human Resource planning	<ul style="list-style-type: none"> <li>• Researches, evaluates and develops programs,policies,practices,standards,and plans related to training and development, career planning,succession planning,performance management,affirmative action and Inuit Employment Plans</li> <li>• Forecasts human resource needs and proposes staffing mix models congruent with Board human resource and career planning objectives</li> <li>• Provides technical and professional advice to senior management in the development of training programs that address the overall training and development requirements for the Board</li> <li>• Maintains and monitors HR development systems</li> <li>• Maintains contracts and working relationships with GNWT depts and other educational institutes which respond to the Board's training and development needs</li> <li>•</li> </ul>		

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6. Manages the Board's evaluation program in compliance with GNWT policy & guidelines	<ul style="list-style-type: none"> <li>• coordinates classification requests from managers and applies GNWT policy</li> <li>• maintains job descriptions to accurately reflect current positions</li> <li>• maintains Board's organization chart to current situation</li> <li>• liaises with Financial Management Board's secretariat's Job evaluation Division and the Dept of H&amp; SS to follow up on outstanding classification requests</li> <li>•</li> </ul>				
7. Managing and directing staff within the Personnel Dept to ensure compliance with policies and procedures	<ul style="list-style-type: none"> <li>• compiles annual budget submission for the section</li> <li>• prepares annual workplans for all staff in section</li> <li>• completes performance reviews annually</li> <li>• identifies staff development opportunities for staff</li> <li>• exercises approval of expenditures for HR activity</li> <li>• assists with 1/4ly variance reporting for section</li> <li>•</li> </ul>				

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