

Manager Personnel Services

JOB DEFINITION WORKSHEET

| Name: | Location: | 1 | |
|--|--|-------------------------|-----------------------------------|
| Responsibility: <i>Researches trends, needs and retention strategies; then recruits and orients new employees</i> | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level |
| <p>1. Researches trends, new and alternative employment practices, and keeps on file a succession plan and future resource requirement log for ongoing recruitment</p> | <p>1. Researches employment trends in the north and works with other agencies and educational intuitions to develop new strategies for resolving resource shortfalls in the Nunavut as per HR Plan</p> <p>2. Works with internal staff and external agencies to develop and implement new and innovative alternative strategies to attract and retain resources in the north as per HR Plan & GNT Ministries</p> <p>3. Has working knowledge of the recruitment and retention initiatives of the Department; then interprets and applies those initiatives/programs to a Kitikmeot strategy as per HR Plan</p> <p>4. Develops an up-to-date succession plan to ensure staffing for now and in the future as per HR Plan</p> <p>5. Keeps on file a resource requirement log for each function that details resource requirements for the next two years as per HR Plan</p> <p>6. Initiates a recruitment cycle well in advance (minimum 6 months) of the requirement to acquire a resource as per HR Plan</p> | | |


| Name: | | Location: | | 2 |
|--|---|-------------------------|-----------------------------------|----------|
| Responsibility: <i>Researches trends, needs and retention strategies; then recruits and orients new employees</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 2. Manages and participates in all 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 | <ol style="list-style-type: none"> 1. Receive staff requisitions from managers, verifies accuracy, ensures job descriptions are current and org charts attached, conducts annual audit 2. Writes competition ads in established format, describing accurately and concisely position duties and requirements. Distributes to media & posts internally 3. Manages advertising policies, ensures adherence and approves all advertising expenditures, candidate travel and removal expenses as per HR Plan 4. Screens applicants as per screening criteria and decides, in consultation with managers, which candidates receive interviews as per HR Plan 5. Arranges for interviews, chairs the selection committee and informs them of responsibilities, legislation and policies as per HR Plan 6. Conducts and documents background checks and evaluates performance and suitability of applicants 7. Working with the manager, extends verbal offers of employment and notifies unsuccessful applicants of the decision | | | |

| Name: | | Location: | | 3 |
|--|--|----------------------------|----------------------------|----------|
| Responsibility: <i>Researches trends, needs and retention strategies; then recruits and orients new employees</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 2. Manages and participates in all 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 (continued) | 8. Closes the competition file, secures rating forms and reference documents and enters all data to the CICS system 9. Prepares formal offers of employment and senior management competition reports 10. Prepares competition reports for staffing appeals 11. Provides expert testimony (witness) as per appeals process 12. Provides advice and guidance to Departments regarding the staffing process through formal educational seminars twice yearly | Procedures to be Developed | | |

| Name: | | Location: | | 4 |
|--|---|----------------------------|-----------------------------------|----------|
| Responsibility: <i>Researches trends, needs and retention strategies; then recruits and orients new employees</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 3. Develops and maintains Orientation Program for all new Board employees | 1. Develops specific Board and departmental orientation processes 2. Coordinates the development of orientation documentation 3. Works with managers to ensure delivery of orientation sessions | Procedures to be developed | | |


| Name: | | Location: | | 5 |
|--|--|-------------------------|-----------------------------------|----------|
| Responsibility: <i>Manages the provision of labour relations services</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 1. Provides professional advice and services on employee grievances and disputes | <ul style="list-style-type: none"> 1. Conducts research, provides guidance and makes recommendations during the first two levels of the grievance process as per union contract 2. Provides advice and interpretation of entitlements under the collective agreement to management and employees 3. Prepares briefing notes for letters of dismissal and suspension 4. Negotiates settlements of disputes with Union Executive and makes recommendations to the Director | Check with Alice | | |

| Name: | | Location: | | 6 |
|---|---|--|----------------------------|----------|
| Responsibility: <i>Manages the provision of labour relations services</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 2. Provides professional advice on employee and labour relations within the Kitikmeot H&S Board | <ol style="list-style-type: none"> 1. Conducts problem solving sessions with Senior Management to resolve human resource planning issues, labour relations and other staff relation problems 2. Prepares a consolidation of Board's ideas and feedback on Collective bargaining issues 3. Participates in an monthly conference call with the Department to keep informed of Human Resources, Labor Relations and Personnel issues 4. Develops and /or maintains directives, procedures and communicates with other departments 5. Researches, provides and administers employee employment programs like diversity, discrimination, pay equity as per GNT policy 6. Provides education, interpretation and advice on the collective agreement and bargaining process | <p>Procedures to be developed</p> <p style="text-align: center;">↓</p> <p>Check with Alice</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">▼</p> | | |

| Name: | | Location: | | 7 |
|--|---|---|----------------------------|----------|
| Responsibility: <i>Manages the provision of labour relations services</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 3. Administers the Health & Safety Plan | <ol style="list-style-type: none"> 1. Interprets Departmental and governmental legislation, policy and procedure to develop a Health & Safety program 2. Works with management to ensure the proper application of the Health & Safety program 3. Conducts periodical audits to ensure compliance with the Health & Safety program | Procedures to be developed  | | |

| Name: | | Location: | | 8 |
|---|---|-------------------------|-----------------------------------|----------|
| Responsibility: <i>Administers Salary and Benefits program for all Board employees</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 1. Administers job classification and salary entitlements | 1. Maintains Board’s organization chart to current situation when positions added or deleted 2. Coordinates classification requests from managers and applies GNT policy and follows up after 30 days 3. Assists in the evaluation of all jobs and administers the job classification process to ensure that all Board jobs are properly evaluated, classified, accurate, reflect current positions and documented audited annually and as per HR manual 4. Provides liaison with Financial Management Board’s secretariat’s Job Evaluation Division and the Department of Health & Social Services to follow up on outstanding classification requests 5. Approves all pay actions | | | |

| Name: | | Location: | | 9 |
|---|--|-------------------------|-----------------------------------|----------|
| Responsibility: <i>Administers Salary and Benefits program for all Board employees</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 2. Administers and provides information on benefits and programs | 1. Provides advice and guidance to Finance on payroll and benefits as per Collective agreement 2. Ensures all employees receive all appropriate information, guidance and service regarding compulsory and optional pension benefits: <ul style="list-style-type: none"> • Elective service • Reciprocal transfer • Medical travel • Pension plan admin • Dental & optical • Leave & attendance • Acting pay • Disability Insurance 3. Ensures all pay and benefits documentation is completed and on file as per HR manual | | | |

| Name: | | Location: | | 10 |
|--|---|---|-----------------------------------|-----------|
| Responsibility: <i>Manages Human Resource planning and training</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 1. Provides Human Resources planning and administration services | <p>1. Researches, evaluates and develops programs, policies, practices, standards, and plans related to:</p> <ul style="list-style-type: none"> • training and development • career planning • succession planning • performance management • affirmative action • Inuit Employment Plans <p>2. Forecasts human resource needs and proposes staffing mix models congruent with Board human resource and career planning objectives</p> <p>3. Maintains and monitors GHR development systems As per HRS manual</p> | <p>Procedures to be developed</p>  | | |

| Name: | | Location: | | 12 |
|---|--|-------------------------|-----------------------------------|-----------|
| Responsibility: <i>Personnel Administration</i> | | | | |
| Task | Standards & Deliverables | Goal / Objective | Authority / Decision Level | |
| 1. Manages and directs staff within the Personnel Dept to provide services and ensure compliance with policies and procedures | <ol style="list-style-type: none"> 1. Compiles annual budget submission for function 2. Prepares annual work plans for all staff in function as per HR Plan 3. Completes performance reviews annually for staff 4. Identifies staff development opportunities and develops staff development plans 5. Exercises approval of expenditures for HR activity 6. Assists with quarterly variance reporting for function | Check with Alice | | |