



## Position Description

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<b>POSITION TITLE:</b>	<b>Human Resources Coordinator</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>REPORTS TO:</b>	<b>Corporate Services Director</b>

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### **SUMMARY OF POSITION:**

The Human Resources Coordinator is responsible to respond to phone calls and emails with Human Resources inquiries. Being involved in the full cycle recruitment process as well as updating job descriptions is required. Education and having knowledge of the payroll system and the ATB Agency functions is required for backup of that position.

### **ADMINISTRATIVE HUMAN RESOURCES JOB DESCRIPTION**

#### **RECOMMENDED TRAINING & QUALIFICATIONS:**

- Bachelor's degree in human resources, business administration, commerce, or any other related field
- Human Resource educational development courses from accredited institutions
- Certificate in Local Government from University of Alberta
- Information / Seminars – University of Alberta on F.O.I.P. Legislation
- Bellamy Software Training - Name/Address System; General Ledger System; Cash Receipting System; Payroll System; Query Training; Fixed Assets System; Gravel Program
- Office Software Training - Word Perfect; Word; Excel; Outlook (examples)
- Payroll Compliance Practitioner designation – National Payroll Institute
- Membership in the Human Resource Institute of Alberta
- Local Authorities Pension Seminar Training
- W.C.B. Training Seminars
- Other related payroll seminars and training sessions
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

#### **KEY DUTIES AND RESPONSIBILITIES:**

##### **1. Human Resources (Primary Function)**

- a) Responds to supervisory and employee Human Resource telephone inquiries, email messages, etc. where possible.
- b) Provides a variety of information and assistance to internal and external contacts as well as the general public on matters relating to Human Resources.
- c) Provides support to employees and supervisors for the Performance Evaluation Process.

## **HUMAN RESOURCES COORDINATOR JOB DESCRIPTION**

- d) Responds to supervisory and management human resource inquiries and provides support where necessary, including management support for disciplinary processes.
- e) Maintains all employee personnel files.
- f) Maintains seasonal and hourly employee program files and management of employee applicant information.
- g) Participates in the full cycle recruitment process, advertisement of recruitment requests, shortlisting, background checks and preparation of hiring letters.
- h) Develops, updates and creation of new job descriptions.
- i) Maintains new employee orientation packages and participates in new employee orientations.
- j) Prepares and maintains all County organizational charts.
- k) Prepares correspondence, reports, agendas, and take minutes as required.
- l) Set up facility booking (internal and external) for HR activities.
- m) Maintain driver files for National Safety Codes.
- n) Perform WCB follow up when necessary and submit initial claims when Safety Officer is away.
- o) Coordinates pre-employment and post-incident testing as per the Substance Abuse policy.
- p) Prepares Canada Summer Jobs and other employment-related grant applications.
- q) Revises and updates the Personnel Policy Manual as required.
- r) Long Term Service Awards – informs CAO of eligible employees and councillors and prepares certificates and letters.
- s) Acts as a liaison with Sunlife regarding employee group insurance benefits program.

### **2. Payroll Functions (Secondary Function)**

- a) Good working knowledge of Payroll System
- b) Good knowledge of Alberta Labour Act and Employment Standards Regulation
- c) Good knowledge of L.A.P.P. and Group Insurance functions and benefits
- d) Collecting, summarizing, etc. all time sheets from employees
- e) Posting time sheets and preparing payroll run
- f) Maintenance as is required to payroll system to ensure all information is up-to-date at all times (ie. Changes in employee information, rates of pay, deduction rates, constants maintenance, pension rates and maximums, etc.)
- g) Preparation of record of employment, severance pays, etc.
- h) Maintenance of journal for holidays and sick days for both salary and wage employees
- i) Maintenance of journal listing employees pertinent information including name, address, starting date, S.I.N., termination date, etc.
- j) Preparation of Receiver General, L.A.P.P., and Group Insurance payment requisitions
- k) Maintenance of employee purchase programs (ie. Computers) and contracts that may be required
- l) Application of any payroll garnishees
- m) Reconciliation of monthly reports
- n) Month-end and Year-end reporting and balancing to G/L for all payroll functions ie. Group

## **HUMAN RESOURCES COORDINATOR JOB DESCRIPTION**

Insurance, LTD, LAPP, CPP, EI, Income Tax, T4's and T4A's, etc.

- o) Providing leave reports to managers for their employees and ensuring employees always have the approved leave time
- p) Update Google Calendar on employee leaves from the leave request sheets
- q) Filing of all payroll records
- r) Budget estimating for payroll functions
- s) Summarizing figures for various departments as required
- t) Registering new employees in group benefit and LAPP plans

### **3. Other Tasks:**

- a) Providing customer service
- b) Answering telephone
- c) All other duties as assigned by the Chief Administrative Officer / Corporate Services Director
- d) Updating Starland County Policy Manual
- e) Taking minutes at the monthly Administration Department Safety Meeting

### **CROSS TRAINING REQUIREMENTS:**

- Provides Bank and Payroll Backup
- Updating Webpage
- Insurance
- Financial Statement Preparation

### **ATB AGENCY JOB DESCRIPTION**

#### **RECOMMENDED TRAINING & QUALIFICATIONS:**

- Complete all required training seminars offered by ATB

#### **KEY DUTIES AND RESPONSIBILITIES:**

##### **1. Process all Customer Transactions**

- a) Deposits
- b) Withdrawals
- c) Cash cheques
- d) Bill payments
- e) Sell Money Drafts
- f) Fill out and process cheque orders
- g) Stop payments as required

## HUMAN RESOURCES COORDINATOR JOB DESCRIPTION

### **2. Complete Forms for Customers Fixed Date Deposits (FDD's)**

- a) Term Deposits
- b) Guaranteed Investment Certificates (G.I.C.'s)
- c) Linked Products

### **3. Complete forms and signing authorities for new accounts**

eg. Chequing, Savings, Business, Students, Seniors

### **4. Provide Client Cards with new accounts and any replacements as needed**

### **5. Fill out application forms for ATB MasterCard**

### **6. Provide customer with Telephone Banking if needed**

### **7. Provide customer with Internet Banking information if needed**

### **8. Agents responsibilities also include:**

- a) Ordering or picking up cash from controlling Branch
- b) Ordering or picking up money orders from controlling Branch
- c) Mailing or transferring excess cash to controlling Branch
- d) Ordering or picking up banking stationery items
  - eg. Deposit slips, withdrawal slips, FDD forms, deposit books, signing authority's
- e) Sending and receiving courier bag

### **SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing is not required on hiring.

\*Revised as of October 2023