

CCA

1554239

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**POSITION TITLE: SUPERVISOR, HUMAN RESOURCES****REPORTS TO:** Manager, Human Resources**SUPERVISES:** Substitute Clerk**JOB SUMMARY:** To provide assistance to the Human Resources department in ensuring the successful delivery of all services including recruitment, labour relations and training.**KEY ACCOUNTABILITIES:**

1. To recruit and hire staff with consultation from managers and/or school administrators; including to recruit and maintain a list of substitute staff.
2. To implement staff changes including transfers, lay-offs, and reductions in workloads, under the terms outlined in Collective Agreements.
3. To ensure evaluations of staff are conducted and kept on file.
4. To plan, develop and revise personnel management policies for submission to the Board and maintain and update personnel handbooks.
5. To maintain and coordinate the personnel records of employees.
6. To provide research for wage and salary administration and labour relations matters.
7. To foster and maintain a constructive employee-management climate and maintain positive relationships throughout the Division.
8. To provide guidance to administrative and supervisory personnel in matters relating to both Provincial and Federal Legislation regarding employee relations, as well as Collective Agreements.

ADOPTED	REVIEWED	REVISED	PAGE
12/Jan/21		6/Feb/24	1 of 2
01-05-21		Motion 02-04-024	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP1-44**

9. To provide advice and leadership to managers and school administrators regarding personnel practices and initiatives including the management and discipline of staff.
10. To assist and advise on matters pertaining to collective bargaining. May be called upon to act as Board spokesperson in collective bargaining with certified bargaining units.
11. To act as an official designate of the Board at appropriate stages of the grievance procedure and to assist the Division in fact findings, arbitration, and representation cases heard before public commissions or other bodies.
12. To maintain and update job descriptions and to devise and initiate new procedures and controls relating to job classifications, job descriptions, employee evaluations and similar areas.
13. To create and initiate new procedures, systems and controls relating to all aspects of high-quality service delivery.
14. To plan, organize and conduct professional development, including inservice programs and training.
15. To assist the department's secretaries with clerical tasks as required during overflow times.
16. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business, Human Resources or other related discipline
- Candidate in the Chartered Professional in Human Resources program
- 3-5 Years related experience including supervisory experience
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
12/Jan/21		6/Feb/24	2 of 2
01-05-21		Motion 02-04-024	