

#1777448

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS****POSITION TITLE: MANAGER, HUMAN RESOURCES****REPORTS TO:** Director, Human Resources**SUPERVISES:** Supervisor, Human Resources**JOB SUMMARY:** To assist the Director, Human Resources in establishing Human Resource planning, and to provide advice and counsel on all human resources functions.**KEY ACCOUNTABILITIES:**

1. To recruit and hire staff, including a pool of substitute staff, with consultation from managers and/or school administrators.
2. To develop and maintain staff projections and confer with senior administration, managers and school administrators to determine staffing needs.
3. To implement staff changes including transfers, lay-offs, and reductions in workloads, under the terms outlined in Collective Agreements.
4. To ensure evaluations of staff are conducted and kept on file.
5. To plan, develop and revise Human Resource policies and to maintain and update personnel handbooks.
6. To foster and maintain a constructive employee-management climate and maintain positive relationships throughout the Division.
7. To maintain and coordinate the personnel records of employees.
8. To provide necessary research for wage and salary administration and on labour relations matters.

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-47**

9. 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.
10. To provide advice and leadership to managers and school administrators regarding personnel practices and initiatives including the management and discipline of staff.
11. 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.
12. To act as an official designate of the Board at appropriate stages of the grievance procedure and to represent the Division in fact findings, arbitration, and representation cases heard before public commissions or other bodies.
13. 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.
14. To create and initiate new procedures, systems and controls relating to all aspects of high-quality service delivery.
15. To plan, organize and conduct professional development, including inservice programs and training.
16. To serve as a representative on the Non-Teaching Retirement Plan Committee and work closely with the Pension Administrators to ensure due diligence.
17. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Business, Human Resources or other related discipline
- Chartered Professional in Human Resources member in good standing
- 5 Years related experience at a senior level 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.

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