



**HUMAN RESOURCE SERVICE
ASSOCIATE 3**

**Job Code: 674HR3
Bargaining Unit: 08
Effective Date: 2/04/2008**

Job Title:	Human Resource Service Associate 3
Department:	Human Resources
Reports To:	Workforce Management Team Lead
Location:	360 Colborne
Role Description:	Support the partnership of Workforce Management Team with principals and other District staff.
Key Relationships:	Workforce Management Team, Human Resource leadership and staff, Payroll, other District staff as required
Primary Responsibilities:	<ul style="list-style-type: none"> • Support Workforce Management Team, administration and schools as needed • Provide human resource guidance and services to schools and administration on staffing and employment policies, procedures and programs; assist with human resource and compensation issues • Receive and screen employment applications, conduct reference, certification and background checks • Assist with determining compensation rates • Assist with new employee orientation and on-boarding processes • Implement pay rate changes, compensation adjustments; validate salary information • Assist with and/or conduct training initiatives • Act as resource for the District substitute teacher system and E-Recruit process • Access and update employment records within PeopleSoft HRMS system; update pay rates in system as required; run reports as needed • Coordinate and administer testing procedures • Assist with re-licensure activities • Provide assistance to employees and visitors, both on the phone and in the office • Provide administrative support to other workforce management professional staff as needed • Contribute to the District's inclusive workplace initiatives by fostering a safe, welcoming and respectful environment • Perform other related duties as assigned

<p>Experience & Qualifications:</p>	<ul style="list-style-type: none"> • One year of post secondary coursework in human resource management, business, liberal arts, industrial relations or related subjects and a minimum of three years human resource experience • Bachelors degree in human resource management, business, liberal arts, industrial relations of a related field preferred • Equivalent combinations of education and/or experience will be considered • Bilingual preferred • Public sector experience preferred
<p>Knowledge, Skills & Abilities</p>	<ul style="list-style-type: none"> • Considerable knowledge of modern office practices and procedures • Considerable knowledge of the operations of a large organization • Considerable knowledge of computers, word processing and business applications • Considerable knowledge of data privacy regulations and awareness of keeping confidential data secure • Working knowledge of human resource policies, practices and procedures • Considerable ability to interactive effectively with district staff, job applicants and the general public, which includes a diverse population representing a variety of cultural, ethnic and socioeconomic backgrounds • Considerable ability to communicate effectively, both orally and in writing • Considerable ability to respond to difficult situations tactfully • Considerable ability to prioritize work within a constantly changing environment • Considerable ability to handle private and confidential information appropriately