

**HUMAN RESOURCES CLERK
Human Resource Services****Title**

Human Resources Clerk – Human Resource Services

Scope of Responsibilities

The Human Resources Clerk will be responsible for providing assistance and support in all areas of human resource management including recruitment, staffing, leave management, data and records management. The HR Clerk will handle all employment documentation, update and maintain human resources information systems, track and report on employment activity and respond to schools and employees on matters relating to employee status. Working in a client service based environment, the HR Clerk reports directly to the HRIS Supervisor.

Competencies Required

The Human Resources Clerk for the Halifax Regional Centre for Education shall have the following competencies:

- (a) The ability to effectively coordinate and manage employee information and documentation;
- (b) The ability to provide quality front line customer service;
- (c) The ability to demonstrate positive interpersonal skills in dealing with conflict and problem solving;
- (d) The ability to utilize current technologies such as database, spreadsheet, word processing, e-mail, internet, and presentation software;
- (e) The ability to apply knowledge and experience in utilizing advanced information systems involving data processing and analyzing and reporting information;
- (f) The ability to process and input data with great attention to detail;
- (g) The ability to work effectively within a team environment;
- (h) The ability to plan, prioritize and organize work efficiently and effectively while anticipating client needs;
- (i) The ability to maintain flexibility and adaptability in a changing and deadline driven environment;
- (j) The ability to accept increasing responsibility as delegated by an immediate supervisor;
- (k) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with school, staff, students, parents, community members and external groups such as government agencies;
- (l) The ability to maintain, in strictest confidence, information received concerning confidential matters such as labour relations between the Board and its unions, grievances, contract interpretation, contract negotiations, arbitrations, legal issues, staffing & recruiting, performance management, progressive discipline and any other information deemed to be of a confidential nature;
- (m) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (n) The desire and the ability to engage in continuing education and professional development;

Qualifications

- (a) Completion of Diploma in Human Resources and/or Administrative related discipline or acceptable combination of relevant training and experience;
- (b) Strong technology background in data management and report writing using a variety of software programs including Word, Excel, Outlook and database systems;
- (c) Experience in human resources administration an asset;
- (d) Experience with SAP an asset.

Specific Job Components

The Human Resources Clerk shall perform those tasks assigned by the HRIS Supervisor. Those tasks may vary from time to time and may include, but are not limited to the following:

- (a) Support the on-line job posting process including preparation of weekly postings and exporting information and reports;
- (b) Populate SAP Information System and ensure regular updating and maintenance of HR and Payroll related data;
- (c) Provide back-up to the Central Office Receptionist when required;
- (d) Maintain relevant components of the human resources information system which may include employee appointments, leaves, terminations, layoffs, transfers and any other matters affecting employee status;
- (e) Ensure proper notification is provided to payroll for salary adjustments;
- (f) Support projects which focus on the enhancement of current and future HRIS/Payroll applications;
- (g) Support management staff with information needs such as report writing and list preparation;
- (h) Assist in the administration of leaves such as pregnancy, parental, deferred and secondments;
- (i) Maintain and update information for the Human Resource Services intranet and website;
- (j) Prepare employment documentation such as appointment letters and contracts and maintain tracking system;
- (k) Maintain and update the electronic filing system to ensure all records, documents and reports can be stored and retrieved efficiently;
- (l) Assist Managers with processes relating to staffing and recruitment including preparation and participation in job fairs;
- (m) Maintain documentation on background and reference checks for new employees;
- (n) Provide assistance and support to management staff as required;
- (o) Other duties as required.