



*City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.*

**Job Title:** Temporary Full-Time HR Coordinator

**Posting Number:** 003042

**Department:** Office of the Chief Administrative Officer

**Branch:** Human Resource Services

**Location:** City Hall

**Posting Start Date:** 2021/04/13

**Posting End Date:** 2021/04/21 by 4:30pm

**Employment Group:** Exempt

**Salary Grade:** L-\$71,841 - \$84,516 per annum

**Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

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## **Job Description**

Reporting to the Manager, HRIS and Total Rewards, the HR Coordinator (Total Rewards & Wellness) plays a critical role in the day-to-day administration and delivery of core Human Resources Programs and Services, including updating and maintaining HR data administration, HR Program Administration, Total Rewards Coordination, supporting Wellness along with evidence based HR decision-making.

The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT)

Key Responsibilities include:

- HRIS data administration including supporting clients in the preparation of EForms, processing employment related changes in HRIS (e.g.new/rehires, promotions/transfers, benefits, contact information), and partnering with Payroll, HR Consultants, Managers and Supervisors, and Administration Centres (SBS) in order to investigate and resolve discrepancies.
- HR Program Administration including life events and total rewards education, coordinating and administering life events and total rewards, conducting preliminary investigations related to denial, maintaining and updating HRIS and third party systems;
- Total Rewards Coordination including participating in the development and delivery communications and education materials, conducting investigations of escalated benefit issues, participating in the implementation of benefit enhancements, new programs and new benefit providers, and coordinating and administering Retiree Benefits Processes (e.g. Annual Premium communications, Retirement Seminars)
- Supporting wellness including participating on the Wellness Committee and providing technical and administrative support for attendance support and short-term disability case management.
- Supporting evidence based decision making including responding to survey requests, generating and distributing monthly/quarterly/semi-annual reports and ad-hoc reports, and providing analytical and administrative support total rewards and wellness projects.
- Providing Collective Agreement, Policy and guidelines, and Employment Standards interpretation support to Human Resource Services team as well as employees, managers and supervisors.

## **Job Requirements**

- Knowledge and skills normally associated with completion of a three (3) year College diploma in the area of Human Resources Management plus up to two years of experience in a Human Resources/Benefits administration role, ideally in a unionized/municipal environment.
- Working towards a Certified Human Resources Professional (C.H.R.P) designation from the Human Resources Professional Association and/or a Group Benefits Associate (G.B.A) designation from International Foundation of Employee Benefit Plan.
- Knowledge of human resources management practices and applicable legislation (e.g. ESA, Human Rights Code, and Collective Agreements).Knowledge of human resources management practices and applicable legislation.
- Strong interpersonal skills with the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff, elected officials and the general public and to be tactful in dealing with highly confidential and sensitive situations.
- Strong ability to plan and schedule daily work and work independently and as a member of a team in order to meet deadlines.

- Developed skills and experience using PC equipment and related software applications (e.g. Word, Excel and PeopleSoft).
- Strong organizational, administrative, reasoning, research and analytical skills.
- Excellent customer service skills
- Aptitude to work with figures and a keen sense of accuracy and attention to detail.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply to this position through our website: [Oshawa.ca](http://Oshawa.ca)

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If you require assistance with the application process please contact Human Resource Services by emailing [humanresources@oshawa.ca](mailto:humanresources@oshawa.ca) or by calling us at 1-905-436-5666. If contacted to proceed to the selection process, please advise us if you require any accommodation. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*