

Town of Caledon

make a difference



Job Title: Associate, People Services (HRIS) (Permanent Full-Time)

Closing Date: March 11, 2024, 12:00PM

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the HR Project Lead, this role is responsible for providing administrative support to the Human Resources Department, maintaining confidential employee files and records including vacation and sick leave and the data input and data management of the HRIS. As the Associate, People Services (HRIS), you will perform the following duties, including but not limited to:

- Responsible for employee data input and employee source data management within the Human Resources Information System (HRIS), including new hires, terminations, salary changes, and position changes, etc.
- Prepare adjustments, dockings & terminations; verify documentation (employee numbers, rates, dates, amounts, etc.); prepare for data entry
- Responsible for all employee file maintenance and updates, both electronic and paper based, for all Town of Caledon employees, including Volunteer Fire Fighters and Volunteers
- Manage the records and retention of employment files within Human Resources
- Implement annual updates including COLA and tax tables within the HRIS
- Process merit increases in system and calculate any increases outside of the normal process (i.e., employees on leave)
- Ensure entitlements and data entered for employees are accurate within the HRIS
- Responsible for following up on conditions of employment (i.e., police checks, proof of certification, probation, etc.)
- Prepare employment contract renewals and confirmations of employment letters
- Ensure managers are notified when the probationary review process needs to be launched for a new employee



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- Responsible for the pregnancy and parental leave process by meeting with employees to discuss entitlements
- Assist in developing and pulling reports, as necessary, from the HRIS
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Business, Human Resources or a closely related field. Our ideal candidate has minimum 2 years of HR experience with a strong focus on HRIS maintenance.

The ideal candidate will have demonstrated exercise significant discretion and sensitivity involving regular access to confidential data. We are seeking an individual with superior interpersonal skills, a strong attention to detail and ability to meet deadlines, and excellent verbal and written communication skills.

The successful candidate for Associate, People Services (HRIS) will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$61,730.86 - \$75,650.81 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **March 11, 2024, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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