

**Town of Caledon**

***make a difference***



**Job Title: Specialist, Human Resources (Permanent Full-Time)**

**Closing Date: December 20, 2024, 12PM**

The 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 Manager, People Services, the Specialist, Human Resources (HR) role is responsible for providing support in all key areas of human resources, delivering a full range of services and initiatives across the department, including but not limited to benefits, disability management, recruitment and selection, health and safety, employee wellness, and training. As the Specialist, Human Resources, you will perform the following duties, including but not limited to:

- Oversee the administration of the Town's benefits program for both union and non-union groups as well as the maintenance of an online database for our benefits carrier
- Manage employee enrollments and determine employee eligibility ensuring timelines and accuracy
- Manages the Wellness Program, including monitoring the budget line for Wellness, and acts as the Human Resources representative on the Wellness Team.
- Coordinate and manage short-term and long-term disability claims and ensure that they comply with applicable laws and Town policies.
- Overseeing the workplace accommodation request process, and coordinate accommodations in line with applicable legislations, while ensuring the best interest of both employee and the employer.
- Write, provide statistics, and analyze data for the annual HR report including exit interview information.
- Provide support as needed to the Human Resources Business Partners (HRBP) on investigations.
- Perform additional duties and undertake special projects as assigned.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

## The Ideal Candidate

We are seeking an experienced professional with a post-secondary diploma in Human Resources Management, Business Administration, or closely related field. Our ideal candidate has a minimum 3-5 year's related experience in all aspects of Human Resources including Benefit Administration and Disability Management.

The ideal candidate will have demonstrated working knowledge of all relevant legislation and regulations (ie. Employment Standards, Labour Relations, Human Rights, Pay Equity, etc.). We are seeking an individual who has excellent verbal and written communication skills with the strong analytical, problem-solving, research and project/records management skills.

The successful candidate for Specialist, Human Resources 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 **\$83,269.60 to \$104,087.00** 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 **December 20<sup>th</sup>, 2024, 12:00PM EST.***

## 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](http://www.caledon.ca/careers)

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



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