

POLICY CCA– Organizational Chart
Exhibit A.2 - Responsibilities of the Director of HR & Labour Relations
Page 1 of 2

Position: Director of Human Resource and Labour Relations

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Human Resources(HR)
 - a) Compliance of ‘HR’ practices within the guidelines, legislation, regulations and reporting requirements of the federal and provincial governments, (including but not limited to: Freedom of Information and Protection of Privacy (FOIP) and Human Rights Legislation, Workers Compensation Board (WCB), Local Authority Pension Plan (LAPP), Alberta Teachers Retirement Fund (ATRF), Alberta School Employees Benefit Plan (ASEBP), and any other benefit plan providers.
 - b) Establish timelines and procedures for all ‘HR’ functions including:
 - c) Advertising for all vacancies
 - d) Processing of all offers and acceptances of employment
 - e) Processing of changes to contracts of employment
 - f) Processing of payroll and benefits for all employees.
 - g) The provision of liaison between employees and benefit providers.
 - h) Serve as consultant for staff planning and assignments.
 - i) The supervision and training of ‘HR’ clerical staff.
 - j) Establish and maintain accurate and complete personnel records system.
 - k) Maintain security and confidentiality of all ‘HR’ documents and employee files.
 - l) Consultant to the Board, supervisory staff and employees regarding Labour Relation issues, communications with staff.
 - m) Recommending to the Executive Team required/recommended changes to computer software/hardware, board policies and procedures.
 - n) The implementation of audit recommendations, policy changes, etc into HR functions and processes.
3. Payroll
 - a) Ensure compliance of all payroll, benefit and pension processing and reporting.
 - b) Tracking of Year to Date (YTD) and historical payroll and benefits data.
 - c) Preparation of reports and costing schedules for statistics, analysis, budget and accounting.
 - d) Preparation and reconciliation of payroll, benefits and pension data for audit purposes.
 - e) Communications of pay and benefit information to employees.
 - f) Processing and approval of monthly payroll for all PWSD staff and Board.
4. Administration of Collective Agreements

POLICY CCA– Organizational Chart
Exhibit A.2 - Responsibilities of the Director of HR & Labour Relations
Page 2 of 2

- a) Consultant and advisor to the Board as necessary, as it carries out its collective bargaining responsibilities, maintaining an accurate record of the proceedings.
 - b) Ensure that the obligations of the Board and its employees, as set forth in the Collective Agreement, are met.
 - c) Application and administration of collective agreements, personnel policies and employment contracts.
 - d) Process and respond to all employee on policy grievances. Schedule and conduct grievance hearings.
 - e) Report to the on all labor arbitration proceedings.
5. Supervisory
 - a) Direct supervision of Payroll and HR staff
 6. Other duties as assigned.