



## Human Resources Co-ordinator

*(Salary commensurate with experience)*

The **Office of the Auditor General of Ontario** (Office) is recruiting a highly motivated Human Resources Advisor. You will assist the Director of Human Resources and Office Services to effectively deliver a full range of HR services to the Office by performing duties in all areas of HR Management, with emphasis on Human Resources Administration, Training, Recruitment, Pay and Benefits Administration and Resource Planning.

### What can I expect to do in this role?

#### 1. Human Resources Administration

- Assemble and maintain OAGO staff orientation packages and ensure proper documentation is included in the personnel file during the on-boarding and off-boarding process.
- Responsible for general filing, record keeping and ensuring staff personnel files are kept up to date, including CPIC check, code of conducts and oaths for all full-time, contract employees and consultants.
- Assist in updating and maintaining the HR policy manual and ensuring office policy and procedures are up-to-date.
- Assist various administrative tasks, such as assisting with issuing confirmation of employment and salary letters and processing various documents for payment in conjunction with Finance.
- Maintain client/staff confidence and protects operations by keeping information confidential.

#### 2. Training

- Ensuring staff are signed up for the appropriate courses and a class participation list is compiled for each class.
- Put together training files, ensuring outline of course, agreements with facilitator/consultant, class lists, supporting emails/documentation, invoice, etc are included in the file.
- Be responsible for all logistics for in-house courses such as ensuring training room is booked and all required equipment is available for each course (flip charts, TV, camera, computer for presentations, name cards, handouts etc), room is set up appropriately, coffee and refreshments are ordered and participants arrive on time, take attendance at courses, etc.
- Handle candidate registration for all approved external courses and obtain and summarize participant evaluations

- Maintain statistics and produce statistical reports by course and by participant, in addition to summarize and maintain records of course evaluations
- Assist with the administration and co-ordination of the CPA Student Program.

### 3. Recruitment

- Help organize the Office's participation in various recruitment events, evaluation results and advise on innovative ways to enhance the value of future recruiting opportunities.
- Assemble competition files for selection boards, ensuring all appropriate documents are included, finalizing competition files.
- Conduct initial screening of resumes for specific competitions.
- Arrange interviews by calling unsolicited candidates, setting up interview schedules, putting together competition files.
- Respond to phone enquiries in respect of competitions/job opportunities.
- Keep Director, Human Resources and Office Services informed as to status of competition files.
- Update and maintain job specifications as required.

### 4. Pay and Benefits Administration

- Monitoring vacation and time-off balances and policies in ADP.
- Developing regular reports including turnover, recruitment metrics, sick leave, and other ad-hoc reports as required and liaising with the external payroll service provider for the provision of relevant and accurate system generated reports.
- Managing and recording of sickness absence records including inputting absence and leave of absence forms, chasing any outstanding forms and querying missing information. In addition, be responsible for ensuring absences are covered by statements of fitness for work as appropriate.
- Complete benefit enrollment/changes through our external service providers.
- Works closely with Finance by monitoring, tracking and collaboratively resolving pay and benefit issues of staff with the external service provider.

### 5. Resource Planning

- Prepare correspondence and staffing statistics/reports/materials for management review.
- Work with Finance to produce head count reports, generate periodic resource planning and utilization reports (by project, activity, and sub-activity) for specific periods.
- Work closely with Finance to enhance resource planning reports, including preparation of basic budget/forecasting documents and circulate reports as directed.
- Ensure project information and employee rates are correct in the ADP time and attendance module through conducting periodic audit checks.

## 6. Other

- Must demonstrate exemplary conduct and personal integrity and promote a safe workplace as required under the Occupational Health and Safety Act.
- Performs other duties as assigned by Human Resources Director including research for special projects etc.
- Willingness to accept ongoing feedback and guidance in a fast-paced work environment.

### **How do I qualify?**

#### *Knowledge and Experience:*

- Post-secondary education in Human Resources is mandatory. A CHRP designation is considered an asset.
- 3 – 5 years of demonstrated HR related experience, including sound knowledge of HR practices and principles, employment legislation and full-cycle recruitment.
- Good knowledge of various software packages such as Word, Excel and PowerPoint.
- Familiarity with payroll service provider system (ADP/Ceridian) is an asset.
- Outstanding interpersonal, presentation, analytical, judgment and problem-solving skills.
- Excellent oral and written communication skills. Ability to work under pressure and to meet deadlines.
- Ability to work independently and as a strong team player in a highly confidential office environment.
- Knowledge of Ontario government policies, practices and classification systems is an asset.

**Note:** Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Interested candidates, please **submit a covering letter and resume** (as one document), by email quoting competition number **1023** by August 18, 2020 to:

Cindy MacDonald  
Director, Human Resources and Office Services  
Email: [resumes10@auditor.on.ca](mailto:resumes10@auditor.on.ca)

**Address:** 20 Dundas Street West, Suite 1530, Toronto, Ontario

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Office of the Auditor General of Ontario is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.