

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION –SYSTEMS & OPERATIONS - COMPENSATION - LOCATION - 100 KING ST. W., 10th FLOOR)

HR RECORDS COORDINATOR

SUMMARY OF DUTIES

Reporting to the Manager, HR Technology & Analytics, processes employee transactions and maintains employee records related to new hires, pay changes, job changes, rehires, terminations, status changes, merit increases, wage and salary group increases, annual Holiday closure, vacation and E-day entitlements, and voluntary Leaves of Absences. Is familiar with and interprets relevant labour laws, corporate policies, union contracts and government legislation. In addition, maintains employee records and seniority status.

GENERAL DUTIES

Responsible for processing of employee data from City Departments and ensuring data is authorized and valid.

Collects and analyzes all source documents to ensure all information to employee records are accurate and processed to meet deadlines. Documents would include information on new hires, personal data changes, promotions, reclassifications, rehires and terminations.

Reviews all source documents such as anniversary increases, address changes, credit union deductions, direct deposits, fitness deductions, HR Workflow Transactions and Tax Forms for accuracy.

Verifies and completes any information needed to process source documents by verifying wage and salary rates, calculating seniority dates, calculating percentage of increase/decreases, determining vacation pay, sick bank and vacation days owing.

Responsible for data entry of personal data from source documents on the required PeopleSoft HRMS pages.

Creates, modifies, and tests online files using Component Interface to expedite mass data entries to employee data base.

Coordinates processing of wage and salary group increases with applicable personnel and process grievance settlements as directed by Labour Relations Section.

Calculates and maintains seniority dates for employees as appropriate.

Maintains and updates vacation hour balances for part-time staff.

Coordinates and implements the annual Holiday closure transactions.

Performs year-end vacation and E-day reconciliation and processes entitlements.

Analyzes the Staff Movement report to ensure accurate Income Protection Plan coverage, vacation and E-day entitlements.

Maintains online tables such as Salary Grades Table.

Sorts incoming information and process according to appropriate pay periods (wage/salary) and deadlines.

Participates in developing and recommending new or changed procedures in work processes to maximize efficiency and reduce duplication.

Responsible for the HR Portal administration, Portal content, documentation and operations of HR tools.

Processes queries of PeopleSoft and runs reports, as requested.

Maintains existing filing systems within the HR Records section.

Prepares various lists such as new employees for monthly EI Reports and any other reports as appropriate.

Generates time sensitive reports for audit, statistical and departmental purposes and information.

Types and word processes correspondence, forms, memoranda and reports and verifies material for accuracy.

Files source documents in appropriate personnel files; opens files for new employees as required.

Ensures terminated employee files are purged regularly.

Responds to telephone and e-mail inquiries from employees regarding HR payroll-related matters.

Liases with employees, Information Systems, Finance Payroll Department, Employment Insurance, OMERS, financial institutions, City solicitors, and Revenue Canada regarding inquiries.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated experience related to HR/payroll processing acquired through a combination of education and/or related experience.
2. Demonstrated experience with PeopleSoft HRMS or other similar Human Resource Management System, including the use of ad hoc reporting tools. Able to input data at an acceptable level of speed and accuracy.
3. Must have excellent attention to detail and produce consistently high-quality work. Quality assurance mindset is a priority for the job.
4. Demonstrated experience creating and maintaining job aids and business process manuals.
5. Demonstrated ability to manage a high volume of tasks and duties in an efficient manner in a deadline-oriented environment.
6. Personal self-management skills to maintain professionalism, work independently, take initiative, and set priorities in a fast paced and constantly changing environment, taking a client focused approach with all tasks.
7. Excellent organizational, time management and multi-tasking skills. Works effectively under time pressure to meet deadlines, highly result driven, balance work priorities and resolve problems in a timely manner.
8. Previous related experience in understanding and interpreting Collective Agreements, employment Standards

Act, Employment Insurance, Corporate Policies and Procedures, Bylaws, etc.

9. Strong computer skills (Word, Excel, Outlook and database).
10. Continuous learning mindset, especially across various technologies.
11. Well developed research, reasoning, analytical and problem-solving skills, with a commitment to continuous improvement.
12. Must possess strong interpersonal and communication skills to relate readily to subordinates, peers, superiors, solicitors and other departments. Must have a pleasant manner, exhibit tact and diplomacy.
13. Possess the ability to receive and interpret information where accuracy and understanding is important.
14. A high degree of good judgement and confidentiality is required.
15. Experience in developing and maintaining manual and electronic records systems.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
