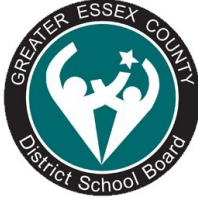


GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD



Gale Hatfield
Chairperson of the Board

Vicki Houston
Director of Education

Temporary Human Resources Secretary

The Greater Essex County District School Board invites applications from interested, qualified individuals for the team-oriented, temporary position of Human Resources Secretary.

Job Summary:

This is a temporary full-time - 35 hours per week, non-bargaining (NBE) position within the Human Resources Department.

POSITION: Temporary Human Resources Secretary

START DATE: Immediately

END DATE: Unknown

LOCATION: Administration Building

SALARY: \$58,531 – \$68,832

What we offer:

- Extensive benefits
- Enrolment in a defined pension plan through the Ontario Municipal Employees Retirement System (OMERS)
- Staff Wellness Resources
- EAP Program
- Competitive vacation days; plus, additional two-week paid Winter Break.

Nature & Scope of Position:

Reporting to a Human Resources Officer, within the Human Resources Department, the successful applicant will be responsible for:

- Administrative duties as required by the Human Resources Officer and Team, including (but not limited to): composing and processing letters, documents, tables, reports, etc., of a sensitive and

confidential nature, preparation of materials as requested by negotiating team and/or other team members involved in the process of grievances, compiling data and preparing statistical reports, correspondence, etc.; mailings to staff and other stakeholders; and, maintaining accurate records of staff assignments.

- Processing a variety of personnel actions using the Integrated Personnel/Payroll System (IPPS) accurately and expeditiously.
- Providing information to staff regarding personnel-related matters, including benefits, leaves, etc.
- Assisting in the coordination process for new hires such as preparation of new hire paperwork for orientation, payroll, setting up new employee files and electronic records.
- Monitoring documentation related to employment matters for consistency with contractual stipulations.
- Take minutes at Joint Union Management meetings and other meetings as required.
- Demonstrate a commitment to and documented success in working to create a fair, inclusive, anti-racist environment for all stakeholders, and to supporting diverse constituencies and populations.
- Other duties as assigned.

Qualifications:

- A minimum of a 3-year community college diploma in Business Administration/Human Resources or related field. Candidates with significant work experience considered equivalent to the educational requirement may also be given consideration for this position.
- Certified Human Resources Professional (CHRP) designation is an asset.
- A minimum of 2 years of experience in the Human Resources field preferably in the public sector and/or a multi-union environment.
- Proficiency in the following: Word processing, spreadsheet, database, electronic mail and other relevant software programs such as IPPS or other integrated personnel/payroll management system. Candidates will be tested.
- The successful candidate must demonstrate initiative, sound judgment, excellent communication skills, critical thinking and decision making skills, strong job and task planning abilities, interviewing, counseling and interpersonal skills, as well as a high degree of discretion when dealing with confidential information.
- Experience working in and/or knowledge of the educational system is a valuable asset.

Qualified candidates are invited to apply in writing, giving full particulars as to education, qualifications and experience by visiting **www.applytoeducation.com** no later than **4:00 PM on Wednesday November 6, 2024**. Please note there is no fee to apply to this position. You must apply under the actual job posting number **3853944** (under Management and Professionals). In support of the Board's Indigenous Protocol, applicants of First Nations, Métis and Inuit descent may apply to **fnmicareers@publicboard.ca**. In support of the Board's Dismantling Anti-Black Racism Strategy, applicants who identify as Black may apply to **opportunities@publicboard.ca**. No other form of submission will be accepted from external candidates.

Chris Boulay, Superintendent of Human Resources
Greater Essex County District School Board
451 Park Street West, Box 210

Windsor, ON N9A 6K1
Posting Number: 2024-318

The Greater Essex County District School Board actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities;*
- *persons who identify as women; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in communities that we serve.

The Greater Essex County District School Board has an accommodation process in place that provides accommodations for employees and applicants. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the GECDSB strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation based on any Code-protected ground under the Ontario Human Rights Code for your interview, testing, and/or practicum, please advise the Recruitment Team member when contacted for an interview, testing and/or practicum. This will ensure that the appropriate accommodation(s) are in place prior to you attending.