

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: HUMAN RESOURCES Level A, Pay Grade 5

LEVEL DEFINITION	This level covers positions performing core human resource administration activities. Incumbents may be assigned to work in one or more of the following areas: total compensation, employment, employee relations, organizational effectiveness, pension administration, and human resource management systems.
TYPICAL RESPONSIBILITIES	May include: engaging in recruitment tasks; interpreting collective agreements, University policies, procedures and practices; participating in writing and analysing job descriptions and recommending appropriate classifications; conducting routine surveys and compiling and analysing data; coordinating and facilitating orientation program for new employees; participating in the administration of health promotion programs, benefits and pension plan member accounts; participating in design and coordinating training programs and workshops.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Exercises judgment and initiative in advising clients (department representatives/ individuals). Accountability for the accuracy and reliability to their work. Refers complex issues to senior HR staff member for resolution.
SUPERVISION RECEIVED	Works within task objectives.
SUPERVISION EXERCISED	May be required to provide guidance to clerical staff.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of two to three years of related experience, or the equivalent combination of education and experience.