**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.

Updated July 1, 2014