

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: HUMAN RESOURCES Level B, Pay Grade 7

LEVEL DEFINITION	This level covers positions performing all aspects of human resource administration of moderate complexity where the position works with departmental human resource practitioners or senior human resource generalists. 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: performing all the responsibilities in level A, and operating with more independence in providing advice, contract interpretation, intricate recruitment issues, salary administration, health and benefits administration and promotion, uncomplicated discipline and terminations.
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 more complex issues to senior HR staff member for resolution.
SUPERVISION RECEIVED	Works within objectives.
SUPERVISION EXERCISED	May be required to provide guidance to clerical staff.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.