



POSITION DESCRIPTION

POSITION: Human Resources Associate

DEPARTMENT: Human Resources

DATE CREATED:

DIVISION/FACULTY: People Services

DATE REVISED: June 2019

ORGANIZATIONAL STRUCTURE

This role reports to the Manager, People Services.

PRIMARY FUNCTION

The Human Resources Associate is responsible for providing prompt, accurate and confidential service and support to employees of the University regarding Human Resources issues. The role is responsible for compiling, documenting, entering and updating employee and job information in the HRIS. The role provides information, advice and guidance to employees regarding relevant collective agreements, policies, and benefits and supports Business Leaders with contract questions.

KEY RESPONSIBILITIES

1. Responds to hiring managers on a variety of new hire queries by providing direction and guidance on collective agreement interpretations, conditions of employment and policies of the University. Refers matters of a complex nature to the attention of the assigned Human Resources Business Partner.
2. Processes employee information such as new hires, leaves, terminations, salary changes, re-classification and status changes. Responsibilities include reviewing employee data and researching policy or collective agreements, providing information to employee and/or Managers regarding process and implications of change, performing calculations, liaising with payroll, completing documentation and keying information into HRIS and other related databases based on procedures.
3. Performs faculty salary determinations for placement on scale, based on collective agreement language. Calculates increments based on workload percentage. Assists Dean's office staff with calculation and determination of faculty workloads based on collective agreement language.
4. Receives employee transaction information from departments and ensure correctness of information. Ensure adherence to collective agreement is exercised with information provided on the employee transaction form; monitor out-of-ordinary situations and follow up with appropriate parties.
5. Prepares various correspondences to employees, including job posting confirmation letters, external employment offers, notification of employee workload changes,

confirmation of all types of leaves, confirmation of resignation/termination and benefits coverage.

6. Maintains employee files for all employees ensuring that files include relevant and necessary documentation, that they are kept confidential and in line with privacy protocol.
7. Answers questions and provides information to new employees in support of the timely and accurate completion of benefit and pension enrollment forms and other indoctrination documentation.
8. Administers group benefit programs in accordance with collective agreement provisions and terms and conditions of employment through methods such as responding to employee enquires regarding enrolment, changes and terminations, investigating problems with respect to coverage and making necessary adjustments, liaising with Payroll & Benefits, plan/carriers, and the People Relations team.
9. Completes on-line enrolments and terminations for employees to Pension Plans and Medical Service Plan.
10. Completes and maintains bi-weekly HRIS processes to update faculty FTE and BCGEU seniority.
11. Collects employee credential information and enters into the HRIS system. Completes ongoing maintenance of information to ensure accurate reporting and listings for Kwantlen on-line calendar.
12. Performs scheduled and adhoc reports from HRIS to perform data checks to ensure data integrity and when statistical information is requested from clients, performs reports for Unions, management and departments.
13. Maintains and updates the HRA procedures manual to provide direction for data insertion to accurately reflect employee status information.
14. Assists the HRIS Administrator with maintenance of HRIS/Payroll system in support of Human Resource Services administration such as changes to the Collective Agreement and special projects.
15. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.

EDUCATION & EXPERIENCE

- Diploma in Business Administration or related field of study.
- A minimum of two years' related experience, preferably within a unionized environment.
- Or an equivalent combination of education and experience.

QUALIFICATIONS

- Demonstrated working knowledge of complex Human Resources/Payroll systems such as Banner, PeopleSoft and SAP.
- Demonstrated working knowledge Microsoft Office.
- Experience handling HR processes and issues related to benefits, recruiting and employee relations.
- Proven ability to adapt to changes in the work environment, manage competing demands and to deal with change, delays or unexpected events, keeping constant sight of the overall objectives couple with strong organizational skills.
- Demonstrated aptitude for exacting and precise work, including ability to perform arithmetic calculations accurately.
- Experience identifying and resolving problems in a timely manner and gathering and analyzing information skillfully.
- Experience presenting data and information in a concise, clear and meaningful manner to individuals and small groups.
- Demonstrated ability to work independently, take initiative and overcome obstacles.
- Proven ability to recognize and maintain highest levels of confidentiality.
- Ability to maintain poise and professionalism in all types of situations.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.