



**APPLICATIONS ARE INVITED FOR THE POSITION OF
SECRETARY 2 – HUMAN RESOURCES
Non-Union Level 12 – \$48,332 - \$60,414**

THIS IS A TEMPORARY CONTRACT ASSIGNMENT UNTIL AUGUST 31, 2022

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

CRITERIA FOR AN INTERVIEW:

- Two-year College Diploma in Human Resources/related discipline, or equivalent combination of education and experience
- Minimum of one (1) year experience in Human Resources or related environment, preferably with a unionized, public sector employer
- Proficiency in Microsoft Office Suite e.g. Outlook, MS Excel, Word, Access and PowerPoint, at an advanced level (testing required)
- Proven analytical skills
- HRIS system experience, preferably SAPHR Enterprise software
- Excellent organizational skills
- Demonstrated ability to balance multiple tasks with competing deadlines, while prioritizing daily and weekly activities and projects on-demand, in a very busy environment with constant demands and interruptions
- Excellent communication skills working with all levels of the organization and the ability to facilitate sensitive and confidential matters
- Proven ability to work independently with minimal supervision
- Flexibility to work overtime as required to meet the department's needs

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to and under the direction of the Supervisor(s) of Support Services, the primary purpose of this position is to provide functional and administrative support to the management team for the assigned employee groups, various collective agreements and special projects, as assigned. Duties and responsibilities include but are not limited to the following:

- Provide secretarial/administrative support to the department such as performing duties related to the maintenance and update of the life-cycle of employees' master data in HRIS system (e.g. set up newly hired employees, salary revisions, placing employees on leaves, resignations, retirements, transfers, allocation of allowances)

- Research and compile sensitive and confidential materials for legal/grievance matters
- Research and prepare responses/analysis as first point of contact for enquiries relevant to collective agreement(s) provisions/policies and procedures that pertain to the assigned Human Resources functions and responsibilities
- Monitor, track and follow up with principals/department managers regarding the probationary completion process for unionized and non-unionized employees
- Support the annual process of applying grid increments (generating related reports, exception reports, errors, etc.)
- Support the annual process of seniority reporting and seniority application related to probation completion
- Administer internal job posting and award processes for various collective agreements, including but not limited to job offers, scheduling testing and interview dates, preparing interview packages and completing the interview file for audit compliance
- Coordinate the preparation of training schedules for new hires
- Liaise with principals and department managers in obtaining employee work schedules, facilitating temporary backfilling of vacant positions, daily deployment of unfilled jobs in exigent circumstances, etc.
- Compose letters and department correspondence pertaining to assigned workload and or as required
- Maintain files and follow-up systems; utilizing established formats or creating new formats/setups as required; maintain and update data and generate reports and related analysis pertaining to the assigned area, etc.
- Back up duties and responsibilities to Non Union Secretary 2 position
- Support the HR Liaison Desk duties on a rotational basis as scheduled and/or required
- Perform other duties as assigned or required by the management team

Diversity and Inclusion

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Friday, December 3, 2021**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:
https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=9c4d0880-df75-4d3c-ba62-6974842b3bc7

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.

The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB's COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.

