



**Currently Under Review**  
 Simcoe Muskoka District Health Unit  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Human Resources Generalist	<b>POSITION NUMBER:</b>
<b>DEPARTMENT:</b> Human Resources & Infrastructure	<b>PROGRAM AREA:</b> Human Resources: Assigned HR Generalist Areas
<b>REPORTS TO:</b> Human Resources Manager	<b>REVIEW DATE:</b> April 23, 2012

**PURPOSE OF POSITION:** Reporting to the Human Resources (HR) Manager, the HR Generalists provide HR services in three main areas each of which have their own assigned portfolios: Recruitment; Pension and Benefits and HR Strategy Initiatives and Projects. This position will initially be for the HR Strategy Initiatives and Projects portfolio. To ensure the Health Unit has adequate HR coverage with cross-trained professional HR staff, HR Generalists rotate on either an annual or biennial basis among the three main areas of HR. This ensures as a true HR Generalist, you will be able to offer your internal customers complete HR expertise rather than a specialty in a specific area of HR. The Health Unit has approximately 400 staff, of which 1/3 are unionized with ONA.

As an HR Generalist you will be assigned a portfolio where you will provide expertise, support and consultation in all areas of human resources management including but not limited to: Recruitment, Employee Relations, Collective Agreement administration, WSIB, Return to Work Coordination, Management training, Orientation and On Boarding, Policy Administration, HR Strategy Initiatives, Sick Leave/LTD, Employee Wellness, Reward and Recognition, Performance Management, Salary and Benefits Administration, Health and Safety, Attendance Management, Retirement Planning, OMERS pension plan, HRIS, Job Evaluation, and general human resources consultation.

**POSITION SKILLS & COMPETENCIES REQUIRED:**

**Education:** Graduate of post-secondary education (3 years) degree or diploma from a recognized Canadian University or College and a CHRL professional designation (Certified Human Resources Leader) from the Human Resources Professionals Association (Ontario).

**Related Experience:** 5-7 year's relevant Generalist experience in human resources.

**Specific knowledge, skills, abilities:**

- Advanced skills and experience in managing and administering HR-specific programs.
- Advanced interpersonal communications skills including coaching, counseling, and the ability to collaborate and negotiate with internal and external contacts.
- Advanced oral communications skills.
- Advanced knowledge of current HR legislation, Employment Standards Act, Labour Relations Act, pay equity legislation, Canada Pension Plan, Employment Insurance, Agency Policy and Procedures, ONA Collective Agreement.
- Intermediate written communication skills including attention to detail and accuracy of information to draft policies and procedures and to communicate effectively via email and correspondence.
- Intermediate knowledge and experience to apply fair and equitable judgment in key areas of responsibilities.
- Intermediate skills and ability to handle multiple tasks, prioritize work and meet deadlines.
- Intermediate organizational and time management skills.
- Intermediate understanding of business processes and change management.
- Intermediate skills in Microsoft Word, Excel, PowerPoint, Outlook and internet.
- Intermediate knowledge of HR-related software.
- Basic Access skills.
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district.

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY)**

**Lead HR specific assigned area program planning, development, implementation and evaluation based on HR Strategy, staff input, interdisciplinary & stakeholder consultation, as well as current HR research.**

- Develops, implements and evaluates the annual HR operational plan for assigned program responsibilities, including resource allocation for program implementation.
- Develops and implements HR program assigned area-specific policies, procedures, standards and/or guidelines which reflect legislative or regulatory requirements, professional standards and expectations.
- Maintains awareness of current trends and research related to assigned HR program area.
- Analyzes and interprets relevant data to support program planning, implementation and evaluation.
- Develops and monitors HR program indicators and reports to Executive and Board of Health, as required.
- Liaises with other programs, health care facilities, municipalities, community agencies and service providers to ensure delivery of up to date HR programs.

**Provide HR expertise, support and consultation to Directors, Managers, Supervisors and staff, in the interpretation and application/implementation of Agency HR Policies & Procedures, ONA Collective Agreement and employment legislation.**

- Consults, interprets, advises and insures consistent application of overall health unit policies and procedures, HR Policies, employment legislation, collective agreement and general Agency Policies and Procedures.
- Ensures HR best practices and compliance with legislation: ensures fair and consistent employment practices across the Agency.

**Provides and/or recommends appropriate tools, techniques, systems, practices, policies.**

- Participates in development of Agency/HR policies and procedures; identifies and recommends areas for improvement.

**Provide general HR support**

- Responds to general employee inquiries and attempts equitable resolutions
- Assists employees regarding employment-related issues and problems solves issues with staff
- Provides confidential support to staff regarding personal needs/development and refers staff to appropriate services including EAP if required
- Provides back up to HR Generalist, HR Advisor and Payroll

**Contribute to Agency management, promotion & development**

- Contributes to and provides leadership in the development and achievement of Agency mission and goals
- Acts as educator, mentor and consultant to Supervisory staff on issues related to modern HR practices
- Collaborates with community agencies and municipalities to share HR expertise, build and foster partnerships and communicate Agency priorities and services
- Supports, initiates and participates in HR research initiatives
- Contributes to and provides leadership in the development and achievement of Agency mission and goals
- Advocates for the development of public health practice through participation in professional associations and activities

**Contribute to team and agency effectiveness**

**Ongoing**

- Provides leadership in service and program areas in carrying out their program mandates
- Works collaboratively as a member of the team; actively works to foster positive team functioning and jointly, along with the HR Advisor, provides functional supervision to the Program Assistant.
- Demonstrates commitment to, and functions in a way that is consistent with, the agency mission, vision, values and strategic directions
- Promotes the goals of Public Health and the position of the agency on issues within the community and health care system as a whole
- Respects and ensures confidentiality in all work performed on behalf of the agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on agency-related committees and provides leadership as required
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

*Management has the right to change position requirements from time to time as Agency conditions dictate.*

<p><b>CONTACTS &amp; COMMUNICATION:</b></p> <p><b>Internal:</b> HR Manager, Director HRI, Human Resources staff, Medical Officer of Health, Associate Medical Officers of Health directors/managers/supervisors, Agency staff</p> <p><b>External:</b> Professional peers, applicants to Agency, government agencies, benefit carriers, benefit broker, HRIS provider, payroll provider, OMERS, training providers.</p>
<p><b>RESPONSIBILITY FOR RESOURCES:</b></p> <p><b>Staff:</b> Provides advice and guidance to staff members, including employees, supervisors, managers, directors, regarding HR strategies, programs, protocols and policy. Jointly provides functional guidance/supervision to Human Resources PA, in conjunction with Human Resource Manager including assignment of work and individuals in key areas of responsibility.</p> <p><b>Financial: change authorization and audit of payroll and benefit plans. Reconciliation of pension contributions, manages vision care entitlements and claims,</b></p> <p><b>Information:</b> Manages employee personal records, and is custodian of confidential employee information. Collects, monitors, analyzes, interprets and communicates data relating to assigned HR area; provides input and direction in design of data collection, including processes, and analysis systems. Oversees the storage and handling of records. Interprets agency/service area/program policy and legislative</p> <p><b>Materials &amp; Equipment:</b> Uses equipment and materials related to job function.</p>
<p><b>EFFORT REQUIRED:</b></p> <p><b>Mental:</b></p> <ul style="list-style-type: none"> <li>• Considerable attention to detail/visual concentration for computer use, HR administration, and audits.</li> <li>• Considerable audio concentration for listening to candidates during interviews, employee/Union payroll and/or benefit concerns and problems.</li> <li>• Considerable attention to detail/audio concentration for significant number of meetings, telephone</li> <li>• Deadlines are related to benefit/pension. reporting requirements</li> <li>• High Volume of Work.</li> <li>• Analysis related to remittances, employee information/statistics, employee compensation.</li> <li>• Must remain current with human resources practices, employment and pay legislation, and health unit policies and procedures.</li> <li>• Considerable and multiple interruptions by staff for consultation and advice</li> <li>• Considerable analysis related to ongoing evaluation of HR, troubleshooting, consultation, monitoring &amp; assessment of data, risk assessment on advice given.</li> <li>• Priorities shift often due to juggling workload demands, need for planning &amp; change requests</li> <li>• Moderate negotiation, conflict and crisis management related to agency functioning. May be involved in complaint investigation, resolution and legal report writing</li> </ul> <p><b>Physical:</b></p> <ul style="list-style-type: none"> <li>• Considerable time sitting at computer and in meetings for majority of work but can move about freely.</li> <li>• Considerable manual dexterity for computer work/keyboarding.</li> </ul>
<p><b>WORKING CONDITIONS SPECIFIC TO POSITION:</b></p> <ul style="list-style-type: none"> <li>• Standard office environment.</li> <li>• Occasional travel is required to other sites.</li> <li>• Limited exposure to adverse conditions .</li> <li>• Limited overtime is required to meet job demands.</li> </ul>

I have read the Position Description and understand the duties and responsibilities as assigned.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MANAGER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Position Approvals:**

**DIRECTOR'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MOH/CEO SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**POSITION HISTORY:** Oct. 27/06 – Position Description was revised to include additional position information that was missing from initial Description and resubmitted to the Job Evaluation Committee as a replacement for the initial May 10/06 Description.  
Nov. 2/06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.  
April 2012 HR Generic Generalist Position created with applicable addendums for multiple HR Generalist positions assigned within the newly created department of HR and Infrastructure.  
Feb. 2019 HR Generalist education and experience and cross-training (PD under review)  
March 7/2019 – Job rotation clarification

March 2019