



HUMAN RESOURCES MANAGER PRAIRIE ROSE SCHOOL DIVISION

Approved: June 15, 2020

Position: Human Resources Manager

Reports to: Superintendent/CEO

Policy: The Human Resources Manager is responsible for the development, implementation and management of a comprehensive human resources/personnel program.

The Human Resources Manager is also responsible to work cooperatively and collaboratively with PRSD's Board of Trustees and senior administrative team in regards to all unionized employees.

In performing the following responsibilities, the Human Resources Manager shall foster and maintain a constructive employee-management climate and maintain positive relationships and communication throughout Prairie Rose School Division.

Responsibilities and Duties:

1. Strategic Leadership:

- Participates in overall division human resource planning with the senior administration team
- Researches, develops, and implements human resource administrative procedures and forms
- Completes special projects or other related duties as assigned by the Superintendent/CEO and/or Secretary-Treasurer

2. HR Management:

- Provides guidance and interpretations to senior administration and principals regarding collective agreements including, but not limited to, the re-assignment of all staff including transfer, promotions, reduction of hours or workload, layoffs, recalls in accordance with the provisions of the collective agreements, administrative procedures, and labour legislation
- Responsible for interpreting, implementing, and administering school division policy and administrative procedures
- Prepares the "Recommendation for Hire/Assignment Change" packages for Superintendent/CEO and/or Secretary-Treasurer's approval
- Schedules and completes regular job description reviews as per request of the Superintendent/CEO and/or Secretary-Treasurer
- Manages and maintains personnel records and files for all PRSD employees
- Administers and prepares PRSD employees' RFLs, requests for leaves, for review and approval by assigned senior supervisor in accordance with the provisions of collective agreements and procedures
- Provides guidance on the interpretation and application of all legislative acts, codes, and regulations pertaining to employment including, but not limited to, the Employment Standards Code, Labour Relations Act, Public Schools Act, Education Administration Act, Human Rights Legislation, Remembrance Day Act, etc.
- Revises and updates professional and support staff performance evaluation documentation

- Provides principals and supervisors with clarification in the job evaluation process and ensures that job evaluation processes and timelines are adhered to
- Prepares human resource/staffing activity reports for Superintendent/CEO and Board of Trustees
- Prepares all necessary employment related correspondence
- Administers and implements PRSD's Employee and Trustee Service Recognition program
- Receives and distributes incident and student accident report to the appropriate senior administrator for follow-up – example, Employee Incident Reports, Student Accident Reports
- Prepares agenda, attends, records, and distributes minutes for Personnel Committee
- Administers and completes exit interviews

3. Employee Relations:

- Provides interpretation to employees with work related and personnel issues
- Assists senior administration in the interpretation and application of the provisions of the collective agreements, human resource/personnel policy, administrative procedures, and labour legislation
- Represents PRSD as the first point of liaison with PRTA and CUPE representatives on issues pertaining to the collective agreement and grievances
- Liaises, as directed by the Superintendent/CEO, with Manitoba School Board Association Labour Relations Consultant on labour relations issues including investigations, grievances, and arbitration matters
- Organizes Labour Relations Meetings with CUPE and PRTA; prepares and distributes the required agendas and minutes of those meetings
- Responds to and facilitates as per collective agreements, the grievance/complaint process by employees or bargaining agents

4. Collective Bargaining/Negotiations:

- Attends and provides recommendations for consideration to the Personnel Committee of the Board during collective bargaining negotiations
- Provides research, documents, and reports for the Personnel Committee during collective bargaining negotiations with PRTA and CUPE
- Completes, processes, and files all negotiated contracts between the Board of Trustees and PRTA, CUPE, and the senior management team

5. Staffing:

- Coordinates and supports the recruitment process for senior administrative recruitment process as defined by the Superintendent/CEO
- Organizes and leads the posting, advertising, and recruitment process
- Supervises and ensures that all administrative procedures and collective agreement provisions are adhered to in the recruitment and selection process
- Coordinates the recruitment and selection process for substitute teachers and educational assistants
- Coordinates and tracks all transactional documents related to the employment process
- Manages the division's recruitment files and ensures documents are secure
- Keeps abreast of and advises senior administration on all legislation pertaining to the recruitment selection function
- Coordinates and attends Career Fairs with principals as requested by the Superintendent/CEO

6. Training:

- Develops and/or coordinates human resource orientations, training programs, and workshops for various levels of staff

7. Personnel Investigations:

- Coordinates and leads the Superintendent/CEO's appointed investigation team for harassment complaints and/or investigations required by PRSD administrative procedures and/or applicable legislation
- Attends with the Superintendent/CEO, Secretary-Treasurer, and/or any other senior supervisor, as approved by the Superintendent/CEO, personnel investigation interviews to ensure official "records of discussion" are in place for potential legal and labour related challenges
- Provides assistance to 3rd party investigators for complex investigations or mediations as directed by the Superintendent/CEO

Educational Qualifications / Experience

- Diploma in Human Resources
- 2 - 5 years of experience working in a human resource position or in a series of progressive human resource positions
- Excellent communication skills
- Experience working in a unionized environment
- Excellent working knowledge of Manitoba employment legislation
- Experience working in the public sector would be an asset
- Ability to work collaboratively in a team environment
- Excellent problem solving skills
- Knowledge of computerized human resources systems