

Staffing Officer – Support Staff
1 – Permanent Position
Staffing, Recruitment & Contract Services, Support Staff
Employee Services
Schedule II, Grade 8
(Non-Union - 12 month)
\$85,358 - \$102,432

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Senior Manager, Staffing, Recruitment and Contract Services – Support Staff, the Staffing Officer will manage human resources functions, specific to one or more of the unionized and non-union employee groups within Support Staff.

Summary of Duties:

- Manage human resources staff, including daily supervision, training and evaluation;
- Provide expertise and guidance to employees, managers, principals and supervisory officers regarding the interpretation and application of Employee Services policies, employment-related legislation, employment contracts and collective agreements;
- Develop and maintain consistent and equitable procedures for hiring and promotional processes;
- Manage the implementation of staffing levels, monitoring of allocations and ensure that established staffing processes are followed;
- Approve staffing placements, promotions and transfers as necessary;
- Chair staffing committees to implement appropriate employee placements and ensuring timelines are adhered to in compliance with collective agreement provisions and as well as board policies, procedures and government legislation;
- Represent the Employer at various district-wide committees and external meetings;
- Develop and present workshops with respect to staff training as well as information and orientation sessions;
- Assist in the development and interpretation of Employee Services policies, procedures and collective agreement provisions;
- Responsible for maintaining effective working relationships with unions and employee organizations;
- Represent the Employer on Labour-Management committees;
- Work collaboratively with all stakeholders including unions to resolve employment/labour issues;
- Assist Employee Relations and Labour Relations with the collective bargaining process;
- Participate in the grievance and arbitration process;
- Lead conflict resolution meetings within relevant areas;
- Conduct interviews related to positive Police Reference Checks to determine suitability for employment;
- Manage salary administration and employee records in accordance with Board Policies, Collective Agreements and employment legislation;
- Administer, authorize and approve leaves of absence in accordance with Board Policies, Collective Agreements and employment legislation;
- Maintain cooperative working relationships with other Employee Services team members including the HRIS Team to ensure processes and system structural changes meet human resources needs;
- Collect, compile, analyze and maintain and report statistics related to employment;
- Liaise with auditors to ensure compliance with related system controls;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other related duties as assigned.

Qualifications:

- University degree in human resources administration or related field with three years progressively responsible related experience, or an equivalent combination of education and experience;
- Experience implementing HR procedures in a large unionized organization;
- Successful experience implementing staffing processes in large organizations;
- Knowledge and experience in grievance/arbitration administration;
- Experience in interpreting and administering collective agreements;

- Computer skills, including word processing, spreadsheets, databases, e-mail, Internet, and employee information systems;
- Proven ability to prepare accurate reports and summaries;
- Proven ability to communicate effectively (both orally and in writing) with staff and internal/external organizations including presentation skills;
- Proven supervisory experience with strong leadership, mentoring and team building skills;
- Excellent analytical/interpretative and problem solving skills;
- Excellent project management skills and time management skills;
- Knowledge and understanding of Board and/or departmental policies and procedures, employment/labour legislation, etc;
- Proven ability in promoting equitable practices which value inclusiveness and diversity; and
- Knowledge of school board operations and school issues;

Special Requirements:

- Travel to TDSB sites to attend various meetings.
- Access to a vehicle is required.
- May be required to work evenings and weekends on urgent issues or during bargaining.

Location: This position will be located at 5050 Yonge Street (wheelchair accessible).

Work Year: 12 month

Please Note:

Applications **must** be submitted:

1. in résumé form with a covering letter
2. with competition # SCH II-14-0164NE in the subject line of the email
3. no later than 12:00 p.m. on June 19, 2014.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.