



## Job POSTING #19-18

**Title: HR Generalist**

**Department:** Administration

**Supervisor:** Director of Operations

**Employee group:** Non-union

**Job Grade: 4**

**Hours:** Full-time 35 hours per week

### Job Summary

Under the direction of the Director of Operations, the HR Generalist is responsible for Human Resources (HR) services including: recruitment and retention, compensation, labour relations and health and safety issues.

All employees are required to:

- Promote the Guelph Public Library Mission Statement
- Provide exemplary customer service
- Cultivate a healthy and safe workplace

### Duties

#### A. Recruitment and Retention

- Manage the research, planning, implementation and evaluation of the GPL work force including: recruiting, hiring, coaching and termination
- Assist in the research, implementation and evaluation of succession plans
- Coordinate in organizing, facilitating and evaluating Performance Reviews (PREPS) for all employees
- Evaluate job vacancies and develop contingency plans in co-operation with the City of Guelph
- Responsible for GPL job descriptions including: planning, evaluating and maintaining
- Coordinate and oversee the GPL Volunteer program including planning, promotion, orientation, retention and recognition

## **B. Compensation and Benefits**

- Assist in the development, maintenance and tracking of GPL salary and compensation budgets
- Administer payroll including: entry, review, compliance, and eligibility in cooperation with the City of Guelph
- Manage employee benefits and absenteeism procedures

## **C. Labour Relations**

- Develop and implement labour relations procedures
- Receive and respond to inquiries re: grievances, job postings, benefits, employment policies and procedures
- Maintain CUPE seniority lists
- Provide consultation, advice and assistance regarding employee performance, absenteeism, coaching and disciplines and resolutions of workplace issues
- Assist in the negotiation and maintenance of NUME and CUPE contracts.
- Monitor current changes to HR legislation and issues pertaining to HR management
- Maintain a strong relationship with CUPE 1946 and NUME employees
- Develop and maintain HR plans and procedures

## **D. Health and Safety**

- Responsible for implementing GPL health and safety policies and procedures
- Direct, monitor, and perform accident investigations, safety inspections, and audits
- Develop, implement and evaluate H&S programs including: training-hazard communication and MSDS, ergonomics, fire prevention, etc.
- Develop and manage all employee health and wellbeing initiatives
- Co-chair the GPL Health and Safety Committee meeting

## **E. Other**

- Assist in the development of grants and projects as they relate to HR requirements
- Assist in interpreting Employment Standards, Labour Relations and Health and Safety Laws and past practices
- Prepare reports and statistical data to present to the Board and Management
- Responsible for Training and Development of staff

- Coordinate all AODA requirements for the organization
- Conduct internal Investigations
- Assist in maintaining:
  - i. an inviting and orderly library environment,
  - ii. prompt and efficient customer service at all service desks
- Perform other duties

## Qualifications

### A. Education

- A diploma or degree in Human Resources Management from an accredited college or university.
- CHRP/CHRL Accreditation (Certified Human Resources Professional/Leader)

### B. Experience

- A minimum of three years' experience in Human Resources, with a focus in a unionized environment
- A minimum two years HRMS/HRIS experience
- Knowledge and experience in labour relations, staffing, compensation, payroll, training and development of best practices
- Practical experience with grievances, arbitrations, collective bargaining; strong understanding of payroll and benefits
- Working knowledge of Kronos would be an asset

### C. Skills

- Proven ability to collaborate, negotiate, facilitate, and resolve conflicts
- Excellent organizational skills and creative problem-solving abilities
- Exceptional interpersonal skills and ability to handle sensitive and difficult issues in a confidential manner
- Strong influence management, organizational, communication and time management skills
- Intermediate level computer skills in Microsoft Office: Word, Excel, PowerPoint, and Outlook
- Exceptional verbal and written communication skills in a variety of communication channels

#### **D. Other**

- Confidentiality, diplomacy and the ability to work accurately on a wide variety of projects with regular interruptions is essential
- Required to represent the Guelph Public Library at meetings of professional and other library organizations
- An innovative, dynamic team player who leads by example and is action oriented
- Ability to work independently and co-operatively on a team
- Ability to perform light physical work, bend, reach and lift up to 25kg
- Must have a valid Class G driver's license and a reliable vehicle

**Posting start date:** April 9, 2019

**Posting end date:** April 16, 2019 5 pm EST

**GPL is strongly committed to diversity and welcomes applications from visible minority group members, women, Aboriginal persons, and people with disabilities, members of sexual minority groups and others who may contribute to the further diversification of ideas.**

**Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of the job.**

**Applications including a cover letter, resume and 2-3 work references should be submitted to:**

Human Resources  
Guelph Public Library  
100 Norfolk St.  
Guelph ON N1H 4J6  
[hr@guelphpl.ca](mailto:hr@guelphpl.ca)

Please quote "HR Generalist 19-18" in subject line

Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on all of the objectives and qualifications listed above will be a part of the interview, written and/or practical test and reference checking.