



## POSITION VACANCY

*The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.*

<b>Call Number:</b>	<b>2024 - 50</b>
Position:	<b>Human Resources Generalist</b>
Type of Vacancy:	Permanent Full time
Work Schedule:	Monday to Friday (35-hour work week)
Location:	City Hall (4310 Queen Street, Niagara Falls)
2024 Salary Range:	\$68,470 to \$85,587 Plus a Comprehensive Benefits Package and Defined Benefit Retirement Pension
Date Posted:	May 6, 2024
<b>Closing Date:</b>	<b>May 20, 2024 at 4:00 p.m.</b>

Details on this position are attached. To apply, please submit a cover letter and resume at [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs). Applications must be submitted online and will be accepted until 4:00 p.m. on **Monday, May 20, 2024**.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.



## **CITY OF NIAGARA FALLS**

### **POSITION DESCRIPTION Human Resources Department**

The following job description will reflect the general details considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all the work requirements inherent in this job classification.

**POSITION TITLE:** **Human Resources Generalist**

**POSITION SUMMARY:** This position will provide a wide range of duties and responsibilities supporting the Human Resources department. The primary duties of this role will focus on recruitment strategies but it will also provide key administrative support in the following areas: talent acquisition, training and development, onboarding, HR policies, organizational development, benchmarking and analytics, employee/labour relations, wellness, diversity, equity and inclusion, as well as other related HR programs and initiatives.

**RESPONSIBLE TO:** **Senior Manager of Human Resources**

**RESPONSIBLE FOR:**

1. Assisting with talent acquisition and various recruitment needs (including internal and external job postings/advertisements, testing, interviews, medicals, references, letters to applicants, etc).
2. Administering employment matters including but not limited to performance evaluations, job transfers, recalls, layoffs, appointment letters, rate changes (School Crossing Guards), WSIB administration, short-term disability documentation and customer / employee relations assistance.
3. Provides frontline customer service by responding to various internal and external HR inquiries.
4. Assisting in the maintenance of the Human Resource Information System and record management by ensuring employee records are current for payroll.
5. Administering the Corporation's Employee Tuition Reimbursement program.
6. Coordinating / assisting with special projects including, but not limited to, the Employee Recognition events, employee engagement surveys, and non-union salary surveys.
7. Assisting in the interpretation and consultation of various City policies, Collective Agreements, and Employment Handbooks.

8. Assisting in the administration and coordination of the People Plan, organizational learning and development strategy and related programs.
9. Maintaining job descriptions and HR information on the City's internal and external websites.
10. Providing administrative support to the Senior Manager of Human Resources including responding to correspondence, providing research, statistical analysis and other matters related to Human Resources.
11. Administering and coordinating office supplies, mail, timekeeping, employment letters, responding to surveys, etc. Performs other duties as assigned.

**POSITION REQUIREMENTS:**

Bachelor's degree in Human Resources Management, Business Administration, or related field.

Certified Human Resource Professional (CHRP), or Certified Human Resources Specialist / Professional (CMMIII) designation preferable.

At least three (3) years related experience in a larger unionized public or private sector environment.

Thorough knowledge, experience and understanding of key workplace legislation and regulations.

Demonstrated experience in coordinating learning programs, talent acquisition, organizational development, and familiarity in HR metrics.

Strong communication, interpersonal and organizational skills. A high degree of professionalism and integrity with the ability to maintain confidentiality.

Proficient in software applications including HRIS, Word and Excel. Experience in managing project work of different scope and significance.

Approved: May 2024