



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

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Job Title	Human Resources Assistant 2
Department	Human Resources
Location	School Board Office
Reports to	Director of Human Resources

## GENERAL DESCRIPTION

Reporting to the Director of Human Resources, the Human Resources Assistant 2 Performs clerical, administrative and secretarial tasks in a confidential environment within a human resources department including collective agreement administration, recruitment and staffing support, maintenance of a human resource information system and of employment records. Responds to employment and basic collective agreement enquiries.

## TYPICAL DUTIES

- Supports administrators and managers by explaining human resource procedures and collective agreement information. Responds to employment inquiries.
- Enters employee data in the human resource information system, including demographic, assignment, absence and account coding information. Processes digital information and print materials.
- Performs and confirms staffing and assignment calculations, reconciles human resources and payroll information and verifies account coding.
- Composes and prepares a variety of correspondence including appointment letters, job postings, applicant lists, memos and forms. Duplicates and distributes documentation.
- Maintains human resource records and files.
- Ensures collection and processing of new and changed employee documentation such as benefit applications, criminal record checks, income tax forms and professional certification documentation.
- Prepares human resource information and complex documents and reports, including financial reports, for distribution to district staff, unions, employees and external agencies.
- Organizes meetings and events including interviews, workshops and new employee orientation. Reserves rooms, prepares room setup, schedules presenters and prepares handout materials. Takes meeting minutes.

- Receives, sorts and processes incoming and outgoing mail including employee leave of absence forms and internal and external employment applications
- Administers employment and skills testing.
- Assists in establishing and maintaining a human resource information system. Assists in updates and backups. Prepares and produces reports from system data.
- Trains staff in the use of human resource information system.
- Assists in the establishment and maintenance of human resource processes and procedures.

#### ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Grade 12.
- Office administration certificate (equivalent to one year of post secondary education).
- Additional courses in human resource management (equivalent to an additional 3months of post secondary education).
- Two years human resource administration experience.

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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