

Vuntut Gwitchin Government

- A. **Identification:** Human Resources Manager
- Department:** Finance and Human Resources
- Supervisor:** Executive Director
- Date:** August 2010
- Status:** Full-time
- Level:** 8
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B. **Job summary:**

Reporting to the Director of Finance & Human Resources, this position manages the human resources functions of the organization including human resource planning, staff relations, staffing, staff and council training and coordination, performance appraisals, job descriptions, job classifications, personnel policies and procedures to ensure that personnel functions are established, standardized and managed; coordinates term trainees and summer student projects. This position supervises the Administration Building Receptionist and a part time Human Resources Clerk.

C. **Main Duties:**

Manages the human resources services for VGG by:

- Assisting with VGG human resource planning activities
- Assisting in the development of new job descriptions and updating existing job descriptions in collaboration with supervisors and staff and getting job descriptions classified
- Working with Supervisors to ensure employee performance appraisals are completed annually, this includes advising supervisors when a performance review is due for each staff and coaching new supervisors on use of performance appraisal tools.
- Ensuring consistency in wages for casual employees, and consulting or advising supervisors on appropriate wages
- Managing the recruitment process (including advertising, screening, formation of selection committees, interviewing and assessing, performing reference checks and selection)
- Consulting with supervisor and advising on terms of employment for an employee including any wages higher than entry level rates
- Making all offers of employment on behalf of VGG and ensuring hiring paperwork is completed, filed and submitted to Payroll
- Monitoring payments of honorariums and short term hires to ensure consistency with set wages for set duties
- Managing relocation process including making travel arrangements, determining moving expenses, informing employee of moving process, services available in Old Crow, and what

- furniture is included in rental housing
- Consulting with Government Services director on availability of staff housing, and monitoring preparation of housing and employee relocation details
- Orientating employee to community and organization, monitoring orientation with department
- Ensuring personnel files are created, updated and kept confidential
- Researching or keeping updated on trends, practices, and court judgments associated with labor law and employee rights
- Performing exit interviews as needed.
- Preparing and submitting proposals for third party funds, and submitting reports
- Determining the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.
- Analyzing statistical data and ensuring that data sheets are maintained

Provides employee and staff relations services by:

- Ensuring VGG operates within Canada Labor Code and related employments laws
- Monitoring application of personnel policies by supervisors to ensure consistency of application across the government.
- Providing advice and guidance to managers and supervisors, particularly with respect to performance management and disciplinary issues
- Providing advice to employees on their rights under Human Rights Legislation, Privacy Act, and the Canada Labor Code
- Advising employees of termination processes, EI regulations and assisting in applying for EI and reporting to EI
- Advising employees on benefits available to them
- Counseling employees or referring to other resources
- Conducting conflict resolution or mediation
- Completing WCB Injury forms, ensuring employee forms are completed and communicating with WCB on submissions
- Ensuring departments are complying with WCB regulations

Coordinates individual and group staff development and training opportunities by:

- Organizing group training sessions including instruction, materials, logistics, etc.
- Hosting professional development hour on a regular basis to discuss various employment related topics.
- Assisting supervisors in locating training opportunities, assessing curriculum/topics, determining value to employee and organization, and discussing availability and cost with training providers
- Consulting with supervisors to identify common training needs
- Discuss training opportunities with staff members, ensuring staff are registered and registrations are paid
- Ensuring copies of all certificates of attendance or completion for training attending by staff is kept on personnel files
- Assisting employees who wish to apply for apprenticeship, communicating with YTG apprenticeship branch regarding apprentices who are applying, building hours through work, and needing to participate in training sessions
- Conducting training as needed

Coordinates trainees and summer student employment program by:

- Working with departments to determine requirements for trainees and summer students
- Writing, submitting trainee and summer student employment project proposals
- Ensuring trainee project training plans are in place, monitors progress of training plans and advising supervisor as needed
- Ensuring that project financial records are completed

Practices financial responsibility by:

- Assisting with development of annual department and project budgets
- Monitoring program expenditures and reporting financial state to supervisor
- Submitting project/third party claims as required
- Ensuring financial documents such as timesheets, leave forms, travel forms, cheque requisitions, purchase orders and travel claims are processed

Hires and Supervises staff by:

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- Monitoring training and evaluating effectiveness
- Assisting with problem solving and personnel issues.
- Approving timesheets and leave requests
- Ensuring compliance with WCB regulations and reporting job injuries to WCB

Performs other related duties as follows:

- Working closely with VGG Employment and Training Officer in employment and training areas
Working with the Federal and Territorial Representative Public Service Plan and Yukon First Nation Public Service Initiative
- Participating in personnel, employment and other related working committees inside and outside of the organization; (Old Crow Training Trust, Old Crow Campus Committee, Education/ Training Interagency Network)

D. Job Knowledge and Skills:**Education:**

- Diploma or certificate in Human Resource Management, or have Certified Human Resource Professional (CHRP) designation, or the equivalent in experience and relevant training.
- Knowledge of human resource management principles, theory and practices involving recruitment, training, performance reviews, Canada Labor Code, employee relations, personnel policy, trends, etc.
- Knowledge of Canada Labor Code and employer/employee rights under law
- Knowledge of employee rights such as the Privacy Act and the Human Rights Act
- Knowledge of Occupational Health and Safety regulations
- Knowledge of federal and territorial funding programs for education and training.

- Knowledge of financial management
- Knowledge of counseling, conflict resolution and mediation techniques

Management Skills:

- Ability to be a team player
- Ability to problem solve
- Ability to prioritize and rank issues in relation to the overall goals of the VGG.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to write reports and make presentations
- Ability to develop policies and procedures
- Ability to forecast project costs and monitor expenditures
- Ability to supervise and coach staff

Specific Skills

- Ability to use email, Word and Excel
- Ability to interpret human resource and labor related laws and acts
- Ability to plan, organize and develop human resource services, operations and projects including training
- Ability to write job descriptions
- Ability to conduct basic counseling, conflict resolution and mediation

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Director, Finance and Human Resources. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for developing procedures where none exist, setting work priorities, ensuring financial accountability within own department, communicating with agencies and business associates, and determining which recommendations are forwarded to supervisor.

F. Impact/Accountability:

This position is accountable for compliance with labor laws and acts associated with employee rights, directing strategic planning, establishing and meeting departmental goals and work plans, that expenditures do not exceed budget and revenues, and enforcement of standard operational policies and procedures. Proper management of Human Resources is important to the well being of employees and the professional conduct of the employer toward employees.

G. Key Personal Contacts

Who	Purpose	Frequency
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Supervisor	Supervision, information exchange	Daily
HR clerk, Receptionist	Supervision, information exchange	Daily
VGG staff	Information exchange; counseling, advising, hiring.	As needed
Committees	For discussion, planning, policy reviews, consultation, information exchange	As needed
VGG Directors	Developing policies and procedures, information exchange.	As needed
Training Partners	Negotiating contracts and contribution agreements; information exchange.	As needed
VGFN citizens		As needed

H. Positions Supervised:

Number of positions supervised directly: 2	Part time HR Clerk VGG Main Receptionist
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I. Working Conditions:

This position is located in a normal office environment.

Spiritual:

- Meeting needs of employees, supervisors and the employer while respecting and traditional values.

Physical:

- Approximately 60% of time using the computer
- Travel approx: 2 trip per year long distance
- Remote living conditions in extreme temperatures and light conditions

Mental:

- Regular need to meet critical deadlines (meetings, reports, ad hoc deadlines)
- High level of critical incidents with emotionally or stressed employees
- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Program and service delivery affected at times by conditions due to the remoteness of the community
- Multi-tasking and frequent interruptions

Emotional:

- Dealing regularly with community members and employees who are under personal stress, or have varying social values.

J: Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work extra hours to meet deadlines.
- Mandatory confidentiality required.

SIGNATURES:

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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