



## The Township of Oro-Medonte requires a Payroll/Human Resources Coordinator

Located in the heart of Ontario's Lake Country, between the cities of Barrie and Orillia, the Township of Oro-Medonte is a picturesque and progressive community that prides itself on its rich heritage and unparalleled recreational opportunities, making it one of Ontario's premier quality of life communities.

The Township is currently seeking an experienced professional, with the knowledge, skills and abilities to provide the statutory duties and responsibilities in the full-time position of Payroll/Human Resources Coordinator.

The Payroll/Human Resources Coordinator will be responsible for the administration of payroll, pension, benefits and HRIS in accordance with legislation, policies, procedures and the Township's Collective Agreement and provide administrative support to the Human Resources team. Duties will include the recruitment of student students and their orientation. In addition, provides administrative support to the Joint Health & Safety Committee, administration of service recognition programs, compilation of data collection in preparation for collective bargaining and personnel records in accordance with legislation.

The Township is implementing a new HRIS/Payroll program/process in 2022, your HRIS and Payroll skills will be invaluable working with the team to build and implement new practices and procedures.

The applicant must have a post-secondary degree or diploma in human resources, combined with a payroll program obtained through a community college or the Canadian Payroll Association and hold or be willing to obtain the Certified Human Resources Professional (CHRP) designation. The position requires the incumbent to have a sound knowledge of payroll, benefits and pension applications and processes, labour and payroll legislation, standards, methods, techniques and practices with a minimum of three (3) years of related experience within a unionized preferably municipal environment with the ability to work outside normal business hours as required. This position requires excellent computer, interpersonal, oral and written communication, public relations, analytical and problem-solving skills.

The successful candidate must meet the Province of Ontario's definition of COVID-19 "fully vaccinated" or provide proof of a Human Rights Code exemption prior to commencement of their employment in accordance with the Township's COVID-19 Vaccination Policy.

This Bargaining Unit Excluded position offers a salary commensurate with experience and education (2022 salary range \$68,556 to \$83,330), plus a competitive and attractive benefit package. Applications will be accepted until **12:00 noon Wednesday, May 4, 2022.**

**Township of Oro-Medonte**  
148 Line 7 South, Oro-Medonte, ON L0L 2E0  
Phone (705) 487-2171 Email: [careers@oro-medonte.ca](mailto:careers@oro-medonte.ca)

**A detailed job description is available on our website [www.oro-medonte.ca](http://www.oro-medonte.ca)**

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to The Director, Human Resources.

**Position Title:**

**PAYROLL/HUMAN RESOURCES  
COORDINATOR**

**Performance Criteria And Job Description**

**Statement:**

The Payroll/Human Resources Coordinator is responsible for the coordination of payroll, benefits and HRIS in accordance with appropriate legislation and for the coordination of Human Resources support services.

**Reports To:**

Director, Human Resources

**Person Reporting To Incumbent:**

None

**Responsibilities:**

- a) Administer payroll processing and files for hourly, salaried employees, Members of Council, Volunteer Firefighters and Committee members in compliance with all related legislation, and the Township's Collective Agreement in an accurate and timely manner, performing all checks and balances;
- b) Submit all legislative remittances per statutory requirements, on a bi-weekly and monthly basis; including yearend reconciliation to insurance carriers, WSIB, Revenue Canada and OMERS;
- c) Administers all benefit programs including the calculation of taxable benefits, the Township funded Vision Care program and the Employee Assistance program;
- d) Reconcile, process, distribute annual T-4's;
- e) Process Drivers abstracts on a quarterly basis for all Municipal employees and volunteers;
- f) Administers records in the Human Resource Information System (HRIS) for all Township employees including but not limited to vacation, sick time, leave of absence, drivers abstract and training;
- g) Recruit and interview Summer Students and casual staff, along with scheduling, coordination and orientation of Summer student and casual staff training;
- h) Co-ordinates the administration of all WSIB matters and recommends Township policies;
- i) Administer the employee pension plan (OMERS) including the annual reconciliation and troubleshooting;

- j) Payroll related bank and general ledger account reconciliations and journal entries;
- k) Provides administrative support to the Joint Health and Safety Committee's:
  - Attend all meetings to records minutes;
  - Maintain Incident/Accident and Workplace inspections programs;
    - Review for completeness and accuracy of information, authorize and submit all Township of Oro-Medonte and WSIB forms as they pertain to Incident/Accident or Collision/Incident forms;
  - Coordinates all required documentation for JHSC meetings; including following up with Managers as required;
- l) Assists with recruitment activities including: advertisements, short listing candidates, resume collections, scheduling interviews, preparing interview files and candidate follow up as directed;
- m) Assists with employee training and development including scheduling and assignment of programs and course as directed
- n) Provide technical support as required in respect to Human Resources and Health and Safety issues i.e. salary planning and staff organization charts;
- o) Administers the employee service recognition program and annual Staff Appreciation Lunch in December each year;
- p) Administers the Municipalities Corporate Attire and Uniform Allowance Programs;
- q) Provides high level of customer services from a payroll perspective, handling Senior Management, employee and Council inquiries and dealing with confidential information; including the interaction of employees through telephone and email contact;
- r) Assists with the compilation of data collection in preparation for union contract negotiations;
- s) Drafts and recommends new or revised personnel policies, forms and procedures and assists in implementation when approved;
- t) Maintains personnel records and files in accordance with legislated requirements and Township policies; ensuring that payroll filing is current;
- u) Conducts and completes salary, wage, benefit and other surveys as requested; obtains information from and provides information to other municipalities, organizations and the general public;

## Payroll/Human Resources Coordinator

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- v) Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies, procedures, practices and operational guidelines, and perform safe work practices;
- w) Participate in the Township's Health & Safety Program, wear & maintain personal protective equipment as required, approved and issued; report any incidents, accidents or hazards to the Manager;
- x) Respond to inquiries from, and/or liaises with, residents, the general public, community and special interest groups, other governments/agencies, internal branches/departments;
- y) Undertakes representative duties as Payroll/Human Resources Coordinator with the community, Provincial and inter-municipality as required/directed; and acts as an "ambassador" for the Township supporting and championing corporate goals and decisions within the community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all time;
- z) Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, organizational theory and practices relating to the functions of the department in order that professional competence is maintained;
- aa) The Payroll/Human Resources Coordinator will assume some or all of the duties of the Health & Safety/Human Resources Advisor as directed;
- bb) Other duties as may be assigned by the Director, Human Resources

### **Communication:**

- a) Strong oral and written communication skills in dealing with Senior Management, Council, staff, the public, Township consultants and other agencies as required in performing responsibilities;
- b) Facilitate discussions and provide leadership which is representative of the Township's values while fostering engagement, empowerment, innovation and accountability;
- c) Join in fostering a feeling amongst staff, of pride and loyalty to the Corporation;
- d) Excellent interpersonal, public relations, communication, presentation, and report-writing skills;
- e) Instil confidence and provide recognition and encouragement to employees;

- f) Maintain confidentiality as per the requirements of the Municipal Freedom of Information and Protection of Privacy Act and Municipal Policy.
- g) Enlist the co-operation and support of fellow employees and to foster a feeling of pride and loyalty to the Corporation and the Public with a positive attitude.

**Knowledge:**

- a) Must have a diploma/degree in Human Resources; combined with a payroll program obtained either through a community college or the Canadian Payroll Association;
- b) Minimum of three to five (3-5) years' experience in a computerized, union, payroll environment;
- c) Must hold or be willing to obtain the Certified Human Resources Professional (CHRP) designation;
- d) Strong knowledge in the administration of an HRIS program and processes;
- e) Ability to think and act appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government;
- f) Thorough knowledge and understanding of Health and Safety standards governing the Municipality as required through the Core Certification Program, as set out in the *Occupational Health and Safety Act*;
- g) Comprehensive knowledge of payroll legislation and labour standards;
- h) Strong computer skills including Microsoft Office and Outlook;
- i) Demonstrated prioritization, organization and time management skills, must be capable of working under tight deadlines and in a multi-task setting;
- j) Must ensure a high level of confidentiality, integrity and professionalism, along with superior client service skills at all times;
- k) Excellent interpersonal, public relations, project time management, analytical, communication, presentation, record keeping, problem-solving and report-writing skills.
- l) Must possess and maintain a valid Class G Driver's Licence.

**Performance Standards:**

The Payroll/Human Resources Coordinator shall meet the level of satisfactory performance in each of his/her responsibilities:

**Quality of Work**

- a) Based on measurable volume and compared against meaningful standards, taking into account any unusual conditions which affect output.

**Quality of Performance**

- b) Frequency of errors, efficient use of resources, excellence of workmanship.
- c) Measured against work objectives and division performance measures.

**Attitude**

- d) Convey a positive influence towards the Human Resources Department, Senior Managers, Council, Staff, the Public and outside consultants employed by the Municipality.
- e) Strives for excellence, continually raising the bar for human resources and operational performance.

**Dependability**

- f) Shall assure one's own reliability, punctuality and attendance.

**Initiative**

- g) To work conscientiously, using resourcefulness, ingenuity and a continuous improvement mindset.
- h) Seeks to continuously develop personal skills.
- i) Challenges status quo and demonstrates implementation of innovative approaches, continuous improvement and best practices.
- j) Demonstrate commitment and leadership towards a culture of Public Service Excellence.