



Chatham–Kent Police Service

EXTERNAL/INTERNAL JOB POSTING #026-2024

Position:	Temporary (Contract) Executive Human Resources Coordinator (12-18 months)
Pay Grade:	Grade 9 (\$87,816.79– \$99,300.87)
Reports to:	Office of the Chief
Work Location:	Chatham Police Headquarters (24 Third Street, Chatham, ON)
Hours of Work:	35-hour work week, Monday to Friday

Essential Qualifications:

- University degree in fields related to Human Relations, Human Behaviour, Public Administration, or Finance/Business
- 5 years experience in WSIB and Workplace Accommodation legislation
- Working knowledge of WSIB/WSIA legislation and policies and general knowledge of WSIB claim processes
- 3+ years of experience with developing and implementing modified work accommodations for both occupational and non-occupational injuries
- Experience and knowledge in workplace psychological wellness and safety
- Working knowledge of Human Rights Code and Accommodation legislation
- Knowledge of the Ontario Occupational Health and Safety Act and its regulations

Other Qualifications:

- Ability to maintain confidentiality, tact and diplomacy
- Have effective report writing and communication skills
- Experience with working in the policing environment
- Professional attitude and demeanor
- Understanding of medical conditions, duration guidelines and resulting work restrictions
- Be able to multi-task and prioritize activities effectively
- Working knowledge of OSL or similar data software
- Working knowledge of Microsoft Office



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General Responsibilities:

Perform confidential and administrative duties for the Chief of Police, Deputy Chief, Inspector of Operational Support Branch, Inspector of Administrative Support Branch and Inspector of Community Patrol Branch.

Provide assistance to members of the Service with various Manulife benefits, Collective Agreement benefits/application, Human Rights questions and OSL issue inquiries.

Provide information to Senior Staff and appropriate supervisory personnel relating to employment legislation, regulations, standards and practices, as well as the application of the Collective Bargaining Agreement.

Perform duties of disability claims management for WSIB claims, Non-Occupational accommodation files and LTD claims.

Provide assistance to members of the Chatham-Kent Police Services Board when required.

Specific Responsibilities:

Draft miscellaneous documents and correspondence as required on behalf of the Office of the Chief from an HR perspective.

Prepare, collate reports and correspondence for the Chatham-Kent Police Services Board meetings

Liaison person for Board secretary and act as back-up secretary in their absence.

Assist personnel with inquiries pertaining to payroll, sick leave, maternity leave, retirement, employee benefits, working agreement and miscellaneous issues.

Maintain and monitor sick leave records for all personnel and provide reports when required to identify patterned absences or anticipate when sick time/banked time will exhaust

Act as liaison between third-party disability management groups, the Municipality of Chatham-Kent's Return to Work Specialist and CKPS Senior Management.

Manage Occupational (WSIB) and Non-Occupational files and accommodations. Track and accurately record when updated medical is required and communicate with employee and medical professionals. Accurately record and store disability management information and statistics. Draft modified work plans for WSIB related injuries/illnesses and non-occupational injuries/illnesses. Perform disability management duties and follow-up with WSIB frequently.

Provide guidance to supervisors on the proper WSIB documentation requirements and accommodation processes, ensuring it is completed within the appropriate time frames



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Generate WSIB/LTD reports for the Municipal payroll department bi-weekly

Monitor HR trends from other Ontario Police Services and make inquiries when required

Understand and acknowledge gaps between Human Rights Code Legislation and CKPS procedures.
Review and/or draft CKPS procedures to ensure compliance

Identify areas of inefficiencies and work with other internal groups or service providers, to either arrange or create and implement these changes (usually OSL related). Provide updates/training to members that are affected by these changes.

Initiate Standing Orders from minutes of Board meetings. Disseminate orders to personnel.

Calculate departure date for members who are retiring, resigning or terminated by factoring entitled annual leave, stat holidays, Over Time, and any other earned banks.

Maintain cash, records and bank account information relating to the Chatham-Kent Police Services Board account (Auction Account). Transport cash to bank and draft cheques as requested by the Board. Reconcile bank statements and report same to Police Services Board

Provide assistance to the Chatham-Kent Police Association (answer questions related to WSIB claims and accommodation plans, administrative processes, run various reports and requested calculations). Maintain records of the Chatham-Kent Police Association's Sick Bank. Report sick balance to Association and provide reminders to the Association of members that have not made annual installments.

Provide orientation to new employees regarding payroll and benefits/Manulife set up and explain different procedures and Collective Agreement benefits/processes.

Monitor retirement patterns and provide report to Senior Management of anticipated and current sworn strength, based off of anticipated and confirmed retirements.

Monitor Annual Leave process, which is completed by the Administrative Assistant. Ensure process of calculating credits is in accordance with the CBA and that OSL is accurately prepared to ensure annual leave is entered efficiently; discuss solutions and explain needs of the Service to OSL if issues arise

Provide training and review work of the Administrative Assistant (ie. Drafted offer of employment letters, payroll forms, bank/time prorations in OSL, Routine Orders, bookings and reservations for the Chief, ordering of annual service awards, Annual Leave lists, Specialist Pay lists, correspondence to specific parties, etc.). Request adjustments/amendments be made if processed incorrectly.

Monitoring time-off of the Administrative Assistant and Financial Coordinator and ensuring parameters of the CBA are being abided by.

"Service Above Self"



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Assist and relieve the Financial/Budget Coordinator when required. Duties may include prepare and input payroll, input bank time slips and disperse petty cash/rental credit cards.

Assist and relieve the Administrative Assistant when required. Duties may include distributing the mail, booking meetings for the Chief, filing and storing documents, distribution of mail, etc.

Perform other duties that may arise that the Chief of Police deems necessary.

Start Date: To be determined

Closing Date: Wednesday September 04, 2024 at 16:30 hours

Resumes with cover letter and references can be submitted directly by e-mail to: Emily Murphy, Executive HR Coordinator to emilym@chatham-kent.ca

NOTE: *The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve. We maintain the right to candidate selection and posting duration based on organizational objectives, goals, and long-term planning initiatives, contingent upon the needs of the service as require.*