

# Job Description

## Human Resource Officer

## **PURPOSE OF THE POSITION**

The Human Resource Officer is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring, and employee counseling.

## **SCOPE**

The Human Resource Officer provides advice and assistance to the CEO, supervisors, and staff. This may include information on training needs and opportunities, job descriptions, performance reviews, pay scales, diversity and culture of the organization, and personnel policies.

The position coordinates the staff recruitment and onboarding process. The Human Resource Officer provides advice and support to the CEO, supervisors, and staff and ensures that they have accurate and timely information in order to make effective decisions.

The position also requires the human resource officer be knowledgeable about conflict resolution, problem solving and change management. High productivity demands this organization's employees work together as a team. The fair can at times, be in a state of flux with high levels of activity and it is important that the human resource officer be able to deal with these types of conditions.

This position requires that the human resource officer be an advocate for employees and their concerns, but also must enforce management's policies, encourage organizational diversity and culture, and uphold company values.

Failure to provide adequate advice, assistance, and confidentiality may result in lost opportunities for staff development, poor staff morale, financial loss to staff and/or the organization, and a loss of credibility for the CEO and Board of Directors.

## **RESPONSIBILITIES**

1. Provide support to the CEO, supervisors, and staff to develop the skills and capabilities of staff.

### **Main Activities**

- Ensure that accurate job descriptions are in place.
- Provide advice and assistance with writing job descriptions.
- Developing staff and volunteer handbooks.
- Provide advice and assistance when conducting staff performance evaluations.
- Identify training and development opportunities.
- Organize staff training sessions, workshops and activities.
- Process employee requests for outside training while complying with policies and procedures.
- Provide basic counseling to staff who have performance related obstacles.
- Provide advice and assistance in developing human resource plans.
- Provide staff orientations.
- Access funding for training and write proposals.

2. Monitor staff performance and attendance activities.

### **Main Activities**

- Monitor daily attendance.
- Investigate and understand causes for staff absences.
- Recommend solutions to resolve chronic attendance difficulties.
- Provide basic counseling to staff members who have performance related obstacles.
- Provide advice and recommendations on disciplinary actions.
- Monitor scheduled absences such as holidays or travel and coordinate actions to ensure the staff absence has been adequately covered to ensure continuity of services.
- Inform affected staff of unexpected absences from work and coordinate actions ensuring the continuity of services such as hosting of events and locating keys and proper paperwork.
- Maintaining employee records.

3. Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.

### **Main Activities**

- Provide advice and assistance to the CEO and supervisors on staff recruitment.
- Provide advice to the CEO and supervisors regarding pay and other remuneration issues, including promotion and benefits.
- Prepare notices and advertisements for vacant staff positions.
- Schedule and organize interviews.
- Participate in applicant interviews.
- Conduct reference checks on possible candidates.
- Prepare, develop and implement procedures and policies on staff recruitment.

- Inform unsuccessful applicants.
  - Conduct exit interviews.
4. Provide information and assistance to staff, supervisors and CEO on human resource and work related issues.

Main Activities

- Develop and implement a human resources plan and personnel management policies and procedures.
  - Promote workplace safety.
  - Provide advice and assistance to staff and management on pay and benefits systems
  - Research and monitor human resource systems in other organizations within the community.
  - Explain provisions of the personnel policy.
  - Explain employment standards and legislation such as workers compensation, state personnel policies, union rules, and Fair Labor Standards Act.
  - Arrange for the repairs of computers and other office equipment and assist with organizing staff to carry out work responsibilities.
  - Attend Board meetings to provide information, when necessary.
5. Perform other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ human resources management
- ✓ job descriptions
- ✓ performance review methods and techniques
- ✓ staff training, development and recognition
- ✓ delegation
- ✓ mentoring and coaching
- ✓ an understanding of relevant legislation, policies and procedures

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ supervisory skills
- ✓ team building skills
- ✓ problem solving skills
- ✓ basic counseling skills
- ✓ negotiation skills
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate spreadsheets and word-processing programs at a highly proficient level
- ✓ effective written communications skills including the ability to prepare reports, proposals, policies and procedures
- ✓ Effective public relations and public speaking skills
- ✓ Research and program development skills
- ✓ stress management skills
- ✓ interviewing skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must maintain confidentiality, use sound judgment and perform independently while performing the duties of the human resource officer. The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural and political awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Human Resource Officer would normally attain the required knowledge, skills and abilities through completion of human resource development courses at post secondary institutions and several years of experience supervising staff. Equivalencies will be considered.

## **WORKING CONDITIONS**

The Antelope Valley Fairgrounds are located on 135 acres and encompass various size buildings with different environmental conditions. Some buildings will be thermostatically controlled while other buildings may be animal barns with minimal or no environmental controls. Working conditions may involve working outdoors with staff or volunteers. Conditions in the Antelope Valley can be extreme and may range from of low of 20 degrees in the winter to triple digits throughout the summer. The Antelope Valley can also be quite windy throughout the year.

### **Physical Demands**

The Human Resource Officer may have to work odd or long hours in order to complete special requests or projects. The Human Resource Officer may have to spend long hours sitting and using office equipment, computers and attending sessions.

### **Environmental Conditions**

The fairgrounds is a busy facility. The Human Resource Officer will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff. The Human resource officer may find the environment to be busy, noisy and will need excellent organizational, time, and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office and events environment.

### **Mental Demands**

The Human resource officer will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.

