



Human Resources and Payroll Generalist

- **Organization:** Office of the Auditor General of Ontario
- **Department:** Human Resources
- **Location:** 20 Dundas Street West, Suite 1530, Toronto, Ontario
- **Job Term:** 1 Permanent
- **Job Code:** Individual Contributor 7 (IO7)
- **Salary:** \$71,563.00 - \$100,052.00 Per Year
- **Posting Status:** Open
- **Job ID:** 2411

The **Office of the Auditor General** (OAGO) is an independent office of the Legislative Assembly that conducts performance and financial statement audits of the provincial government, its ministries and agencies. We also audit organizations in the broader public sector that receive provincial funding. Our vision is to deliver exceptional value and assurance to members of the Legislative Assembly, the Standing Committee on Public Accounts, and all Ontarians through high-quality work that promotes accountability, economy, efficiency and effectiveness in the Ontario public sector.

We have an exciting opportunity to join our Human Resources team. The Human Resources team plays a critical role within the OAGO in developing strategies, promoting policies, practices and programs conducive to creating a modern and innovative workforce and an equitable and inclusive environment for employees.

If you are a Human Resources professional with highly-developed recruitment, consultation, and payroll knowledge, administrative and customer services skills, and have experience working in a fast-paced environment, this career opportunity is for you!

What can I expect to do in this role?

As a Human Resources and Payroll Generalist, you will:

- Assist in developing and implementing the Human Resources strategic plan.
- Partner with hiring managers to lead and facilitate end-to-end recruitment solutions to meet organizational, divisional and departmental priorities.
- Develop and implement effective and innovative approaches to recruitment strategies and talent sourcing.
- Work in consultation with hiring managers in the development of recruitment plans, including job descriptions, assessments and interview questions.
- Conduct employee onboarding and orientation.
- Facilitate employee offboarding and conduct exit interviews.
- Work with the Payroll and Benefits Administrator ensure payroll, benefit and pension documents are processed in an accurate/timely manner.
- Manage payroll administration in the absence of the Payroll and Benefits Administrator
- Positively impact employee engagement and retention through the design and delivery of initiatives and programs.
- Review current safety policies and procedures, and provide updates as necessary.
- Oversee the onboarding of new employees, ensuring appropriate safety training/documentation is completed.
- Coordinate the annual employee performance management cycle.
- Contribute to annual merit increase process and budget submissions.
- Ensure that organizational policies and principles are regularly updated and reflected in training and organization development strategies and programs.

- Provide strategic advice and recommendations on management and staff development and training plans.
- Conduct research into assigned areas, ensuring that such research considers developments within the HR field, corporate policies and practices, legislation and initiatives by other levels of government.
- Participate in investigations to resolve employee relations issues, and ensuring positive relations are maintained.

How do I qualify?

You will qualify for this position by demonstrating:

1. Education and Experience
 - a. Post-secondary education in a discipline pertinent to the position combined with relevant professional experience and affiliations, or an equivalent combination of education and experience.
 - b. Experience with ADP or similar software for Payroll, Benefits and Pension administration
 - c. Experience with project management process.
 - d. Experience in preparing comprehensive reports and developing presentation materials on various topics, utilizing a variety of software such as Microsoft Office Suite.
2. Knowledge Requirements
 - a. Knowledge of staffing and recruitment best practices, and the ability to interpret and analyze complement management reports.
 - b. Knowledge of learning tools and the ability to gather information, identify gaps and create a training strategy.
 - c. General knowledge of legislation and policies affecting the human resources development.
 - d. Knowledge of workforce planning best practices.
3. Skills and Abilities
 - a. Proven and developed consultation skills, and the ability to work at all levels of the organization in assessing organizational needs and requirements and in developing human resources programs.
 - b. Excellent business writing skills, critical thinking, judgement and political expertise to facilitate consensus and persuade/negotiate with a variety of stakeholders.
 - c. Ability to coordinate the staffing paperwork approvals process, oversee all staffing processes for the organization.
 - d. Ability to take on Human Resources projects, such as recruitment events, recognition program and various other employment engagement activities.

Asset Qualifications

- Certified Human Resources Professional or Leader (CHRP or CHRL) designation would be an asset.
- Having the ability to communicate (orally and in writing) in French is an asset.

What's in it for you?

- A modern organization with a flexible hybrid work model with in-office attendance at a minimum of 3 days per week.
- Work with an innovative and high-performing organization, committed to creating a positive organizational culture.
- A defined benefit pension plan, Comprehensive Health Plan, and Life and Disability Insurance.
- Healthcare spending account.
- Maternity and parental leave top-up benefits.

How to apply

If you want to work in an environment that is positive, challenging, and safe, where your contributions are valued, please submit a cover letter and resume (as one document) by **July 5, 2024**, to resumes@auditor.on.ca, and specify the competition number as **#2411**.

Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to building a workforce that reflects Ontario's varied communities and promoting a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply, and encourage applications from people with disabilities, racialized individuals, including Indigenous and Black applicants, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

We offer accommodation in all aspects of employment, including the recruitment process, consistent with the requirements of [Ontario's Human Rights Code](#). If you require a disability-related accommodation to participate in the recruitment process, please contact the recruitment team at resumes@auditor.on.ca who will respond to you within 72 hours.

We also believe in the importance of providing services to Ontarians in both official languages, and encourage interested bilingual candidates to apply, particularly for public-facing positions.

Notes:

Canadian Police Information Centre (CPIC) Screening

- Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Qualified List Information:

- A list of qualified candidates will be established for the Human Resources and Payroll Generalist position in the Office of the Auditor General of Ontario (OAGO) and will be in effect for twelve (12) months from the date the list is created. Qualified candidates on the list may be considered when filling future permanent and/or temporary vacancies in this position.