

**Human Resources**

**Responsibility Element/Sub Element Grid Requirements**

**Circle** current job responsibility sub-elements and **underline** those from previous jobs;

◆ Compulsory Element  
\* Compulsory Sub-Element

**LABOUR RELATIONS** ◆

- 1.1 Participate in contract negotiations \*
- 1.2 Experience in writing a CA \*
- 1.3 Suggest Proposals for negotiations \*
- 1.4 Hear/resolve grievances \*
- 1.5 Prepare/attend arbitration hearings \*
- 1.6 Interpretation of CA's for Sr. Mgmt \*
- 1.7 Supervision of Staff \*
- 1.8 Assist in contract negotiations
- 1.9 Assist with preparation of proposals
- 1.10 Interpretation of collective agreements
- 1.11 Assist with Grievance/arbitration process
- 1.12 Prepare/assist with cost proposals
- 1.13 Assist with/conduct research
- 1.14 Interpretation of legislation

**PENSION & BENEFITS** ◆

- 2.1 Participate in renewal negotiations \*
- 2.2 Conduct/interpret compensation studies \*
- 2.3 Decision making \*
- 2.4 Recommendations \*
- 2.5 Preparation of pension quotes \*
- 2.6 Preparation of early retirement packages \*
- 2.7 Supervision of staff \*
- 2.8 Day to day administration
- 2.9 Cost analysis
- 2.10 Assist with compensation studies

**COMPENSATION & PAYROLL** ◆

- 3.1 Conduct/interpret compensation studies \*
- 3.2 Approve payroll \*
- 3.3 Prep of termination/severance packages \*
- 3.4 Supervision of all staff \*
- 3.5 Day to day administration
- 3.6 Assist with compensation studies
- 3.7 Wage implementation
- 3.8 Interpretation of applicable legislation
- 3.9 Issuing T4's and/or ROE's
- 3.10 Assist with inquiries from other Ministries
- 3.11 Creation of wage and salary grids

**RECRUITMENT PROCESS** ◆

- 4.1 Employment negotiations/offers \*
- 4.2 Conduct interviews \*
- 4.3 Prep of employment letters/contracts \*
- 4.4 Preparation of job postings/ads
- 4.5 Applicant screening
- 4.6 Preparation of interview questions
- 4.7 Assist in the interview process
- 4.8 Provide guidance to senior mgmt
- 4.9 Make recommendations
- 4.10 Interpretation of relevant legislation

**POLICIES & PROCEDURES** ◆

- 5.1 Develop policies and/or procedures \*
- 5.2 Implementation \*
- 5.3 Ensure compliance \*
- 5.4 Training staff \*
- 5.5 Interpretation of policies & procedures
- 5.6 Make recommendations
- 5.7 Provide guidance to staff and Sr mgmt

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**TRAINING & DEVELOPMENT** ◆

- 6.1 Needs Analysis \*
- 6.2 Develop training programs \*
- 6.3 Deliver training programs \*
- 6.4 Recommend group/individ staff trg \*
- 6.5 Make recommendations
- 6.6 Arrange for training
- 6.7 Provide guidance to staff/sr mgmt

**HEALTH & SAFETY** ◆

- 7.1 Develop training manuals \*
- 7.2 Administer policies & procedures \*
- 7.3 Deliver training programs \*
- 7.4 Recommend staff training \*
- 7.5 Investigate accidents/incidents \*
- 7.6 Interpret Occupational H&S Act \*
- 7.7 Assist in prep of policies/procedures
- 7.8 Assist in rec'n of trg programs
- 7.9 Participate on H&S committees

**STRATEGIC HUMAN RESOURCES** ◆

- 8.1 Develop HR Strategic Plan \*
- 8.2 Assist in dev of HR Strategy \*
- 8.3 Dev a Talent Acquisition Strategy
- 8.4 Develop retention strategy
- 8.5 Dev an Organizational Learning Strategy
- 8.6 Develop an HR measurement system
- 8.7 Dev a Perf Planning & Feedback System
- 8.8 Conduct a Human Resource audit
- 8.9 Present HR strategy and deliver training
- 8.10 Analysis/evaluation of HR strategy
- 8.11 Assist with implementation

**WSIB CLAIMS MANAGEMENT** ◆

- 9.1 Authorizing relevant WSIB forms \*
- 9.2 Admin modified early return to work pgms\*
- 9.3 Interpretation of the Act \*
- 9.4 Direct contact with WSIB staff \*
- 9.5 Direct contact with medical staff \*
- 9.6 Active involvement with appeal process \*
- 9.7 Decision Making \*
- 9.8 Conduct staff training \*
- 9.9 Interpretation of medical information \*
- 9.10 Assist in completion of forms
- 9.11 Maintenance of WSIB records/databases
- 9.12 Assist with staff training
- 9.13 Staff contact

**ATTENDANCE MANAGEMENT** ◆

- 10.1 Admin of attendance mgmt pgms \*
- 10.2 Policy & procedure development \*
- 10.3 Meet with employees/supervisor/union \*
- 10.4 Rec/sched 3<sup>rd</sup> party meds/counselling \*
- 10.5 Rec/supervise back to work programs \*
- 10.6 Rec/supervise employee improv pgms
- 10.7 Maintenance of records and/or database
- 10.8 Follow up on physician's notes
- 10.9 Conduct staff training
- 10.10 Provide guidance to senior staff

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**PERFORMANCE APPRAISALS** ◆

- 11.1 Conduct employee PA's \*
- 11.2 Give guidance to senior staff \*
- 11.3 Maintenance of records

**DISCIPLINE**

- 12.1 Develop letters of discipline \*
- 12.2 Rec/partic in discipline up to and including termination \*
- 12.3 Provide guidance to management staff
- 12.4 Assist with dev of disciplinary letters

**SURVEYS**

- 13.1 Preparation of surveys
- 13.2 Maintenance of records
- 13.3 Eval & interp of information provided

**CONTACTS**

- 14.1 Direct contact with council/board \*
- 14.2 Direct contact with senior mgmt \*
- 14.3 Direct contact with medical/legal \*
- 14.4 Indirect contact with council/board
- 14.5 Indirect contact with senior mgmt
- 14.6 Contact with other gov't agencies

**JOB EVALUATION & PAY EQUITY**

- 15.1 Assist in dev of J/E rating system and P/E plans \*
- 15.2 Develop data collection pools \*
- 15.3 Participate in rating committee \*
- 15.4 Assist in plan negotiations
- 15.5 Implement plan
- 15.6 Assist with pay equity complaints
- 15.7 Assist in development of plans
- 15.8 Assist in plan weighting & banding
- 15.9 Develop data collection document
- 15.10 Conduct training/education regarding plan
- 15.11 Chair rating committee
- 15.12 Create job descriptions
- 15.13 Manage J/E process
- 15.14 Assist with management of J/E process

**HUMAN RESOURCE DATABASE**

- 16.1 Conduct training/education \*
- 16.2 Report generation \*
- 16.3 Administer database \*
- 16.4 Develop database
- 16.5 Assist with database development
- 16.6 Implement database
- 16.7 Assist with implementation of database
- 16.8 Maintain electronic systems

**OTHER**

- 17.1 Attendance at council/board meetings
- 17.2 Attendance at senior staff meeting
- 17.3 Committee involvement
- 17.4 Association/Board involvement
- 17.5 Develop and implement HRIS
- 17.6 Administration of HRIS

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Note: a) Job Element requires minimum of 1 compulsory◆, 2 other Sub-Elements and additional number to achieve 30% of the Sub-Elements in that Element.

b) Compulsory Job Responsibility Element requires all compulsory Sub-Elements\* in the category and an additional number to achieve 50% of the Sub-Elements in that particular Element.



## CMM Supplemental Application

### Human Resources

**New applicants must attach this supplement with their CMM application.**

These “enhancements” were developed exclusively for **OMHRA members** in partnership with OMMI. New applicants must attach this Supplemental Application with the CMM Application, with an updated resume and job description.

#### **A. Human Resources Specialist**

Completed Documented\*

- a) i) Academic \*15 points in AREA 2 HR Mgt in the Core Curriculum
- ii) 3 days (24 hr minimum) total of OMHRA or professionally related workshops or conferences
- b) Responsibility Element/Sub Element Grid requirements  
\*5 Job Responsibility Elements including the Compulsory Job Element in the Area of Specialist
- c) 5 years in Human Resources

Title: \_\_\_\_\_ Employer: \_\_\_\_\_ Start (MM/YY): \_\_\_\_\_ to \_\_\_\_\_

Title: \_\_\_\_\_ Employer: \_\_\_\_\_ Start (MM/YY): \_\_\_\_\_ to \_\_\_\_\_ \*\*

\* Documented: include copies of certificates/diplomas, agendas/transcripts where possible with CMM Application \*\* Provide detail if additional positions

#### **B. Human Resources Professional – CMM II level required**

Completed Documented\*

- a) i) Academic \*20 points in AREA 2 – HR Mgt in the Core Curriculum
- ii) 5 days (40 hrs minimum) total of OMHRA or professionally related workshops or conferences
- b) 10 Job Responsibility Elements including 3 Compulsory Job Elements
- c) 8 years in Human Resources

Title: \_\_\_\_\_ Employer: \_\_\_\_\_ Start (MM/YY): \_\_\_\_\_ to \_\_\_\_\_

Title: \_\_\_\_\_ Employer: \_\_\_\_\_ Start (MM/YY): \_\_\_\_\_ to \_\_\_\_\_ \*\*

\* Documented: include copies of certificates/diplomas, agendas/transcripts where possible with CMM Application \*\* Provide detail if additional positions

I understand that the OMHRA and the OMMI reserve the right to investigate the authenticity of the information provided and will disqualify an applicant who has wilfully provided false or misleading information. Candidates must provide previous job references to allow for verification of wide-ranging or specific job elements. They may also be required to attend an interview to verify their submission.

Applicant: \_\_\_\_\_

Local Government: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

Witness: Sr Municipal HR Officer: \_\_\_\_\_

Witness Email: \_\_\_\_\_

Title: \_\_\_\_\_

**Fee: \$265 (Includes CMM & OMHRA Enhancement) HST Exempt**

Cheque payable to OMMI or VISA \_\_\_\_\_ Exp \_\_\_ / \_\_\_ Name on Card: \_\_\_\_\_ CVV: \_\_\_\_\_  Corp  Personal

Email to [info@ommi.on.ca](mailto:info@ommi.on.ca) OR submit by mail to: Suite 267, 6-470 King Street West, Oshawa ON L1J 2K9

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