

1 Q. **2013 General Rate Application, Intercompany Transaction Costing Guidelines –**
2 **Exhibit 8**

3 Page 3, lines 1-7 - Provide the employee job descriptions for each position within
4 Hydro's Human Resources department in 2013.

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7 A. Table 1 outlines the positions relating to Human Resources who are employed by
8 Hydro in 2013. PUB-NLH-173, Attachment 1 provides a copy of each job
9 description. Hydro recovers common service costs through an administration fee as
10 described in the Intercompany Transaction Costing Guidelines, Exhibit 8.

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Table 1

Position
Graduate Development Trainee
Human Resources Advisor – Talent Management
Human Resources Analyst – Compensation & Benefits
Human Resources / Labour Relations Advisor
Human Resources / Labour Relations Lead
Human Resources Organizational Effectiveness Analyst
Human Resources Specialist Compensation & Benefits
Human Resources Specialist HRIS & Payroll
Human Resources Specialist Recruitment & Workforce Planning
Human Resources Specialist Talent Management
Payroll Administrator

Graduate Development Trainee**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Work is performed under the general direction and supervision of the Human Resources Specialists.

Direction Exercised:

While reporting directly to Human Resource Specialists a high level of personal initiative and judgement is required.

Job Description**Summary of Job Function:**

Gain experience and exposure to a variety of Human Resource management issues. This will be accomplished by working with a professional team of human resource practitioners in such areas as compensation and benefits, pension administration, performance management, staff development, and organizational effectiveness. Exposure to Labour Relations and Safety where possible.

Principal Activities, Duties, and Responsibilities:

Duties will be assigned to ensure exposure to the breadth of services provided by the Human Resources Department and will include, but not be limited to, the following:

- Developing and assisting in the implementation of human resources policies and programs to meet the changing needs of the organization.
- Respond to employee inquiries on pension and service related matters, and assist with the preparation of pension profiles.
- Develop and/or assist with the development, implementation and administration of Hydro Group salary administration policies and procedures. Correspond with employees on matters such as classification or salary changes and general job evaluation inquiries.
- Assist with the development and delivery of corporate programs including succession planning, leadership development and training initiatives.
- Liaise with training coordinators to facilitate the development and prioritization of training needs and to source external training providers where appropriate. Assist with the development of a corporate training calendar.
- Assist with the development of appropriate tools and processes for measuring organizational performance in key areas. Assists with the development and maintenance of an inventory of organizational effectiveness tools

accessible to managers, supervisors and others to support organizational capabilities in such areas as planning, problem solving and decision-making.

- Participates in research and surveys to support the identification and development of solutions based on methods employed by best practice organizations (e.g. EOS and Compensation studies).
- Coordinator for Corporate Recognition program.
- Other related duties as assigned.

Job Specifications

Education:

A University degree in Commerce or Business Administration.

Experience:

Work term experience with an emphasis on human resource management.

Special Skills, Job Requirements, Working conditions, Etc.

Requires a mature individual with well developed oral and written communication skills. Must be able to communicate effectively with employees at all levels of the organization, in many cases requiring tact and diplomacy in dealing with sensitive issues. Demonstrated ability to work in a team environment is essential.

Personnel Information

Salary Grade:

HDP

Job Number:

Status:

Active

Human Resources Advisor - Talent Management**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Human Resources Specialist –Recruitment and Workforce Planning.

Direction Exercised:

The incumbent is expected to exercise a high level of personal initiative and judgement in providing consultation and service delivery to managers and supervisors involved in the recruitment process. The incumbent will be responsible for Nalcor's Student Engagement Strategy and is responsible for leading the Human Resources management of the Graduate Engineering Program. In addition, he/she will support the Recruitment and Workforce Planning functions as well as work within a team of HR professionals to support the Talent Management model/framework.

Job Description**Summary of Job Function:**

The incumbent will provide advisory support to managers and supervisors through the stages of recruitment process and be instrumental in ensuring we have the right people in the right places and support in all facets of the recruitment process for Hydro and Nalcor Energy's other lines of business, including the interview and selection processes. In consultation with managers/supervisor, he/she will develop appropriate replenishment/advertising strategies and execute these activities. The incumbent will be responsible for development and implementation of a targeted Student Engagement Strategy to strategically align with Recruitment, Retention and Workforce Planning activities and responsibility for Graduate Engineering, Co-op/Intern and Summer Student Programs. In addition, the incumbent will be responsible to develop and maintain the organization's Exit interview process and will support all areas of Talent Management, as required.

Principal Activities, Duties, and Responsibilities:

- Responsible for maintaining a current knowledge and ensures compliance with Policies and Procedures, Collective Agreements and all applicable Federal and Provincial Legislation and provides interpretation to managers and supervisors.
- Advises managers and supervisors on best-in-class tools and techniques to strategically fill vacancies and execute said plans.
- Responsible for leading the development and implementation of Nalcor's Student Engagement Strategy.
- Responsible for and works as the HR interface on the Nalcor's Graduate Engineering Program and is co-chair of GE Committee.
- Responsible for the development and continuous improvement of Nalcor's Exit Interview process and as well as analysis and reporting of data.

- Responsible for the development and continuous improvement of Nalcor's Co-op/Intern and Summer student programs.
- Advises managers and supervisors throughout the recruitment and selection process and provides policy and collective agreement interpretation to articles related to recruitment.
- Develops and delivers employee information sessions on HR related programs and leads recruiting activities related to Nalcor's Student Engagement Strategy.
- Develops and places job advertisements for print and digital media and contributes to the overall advertising strategy.
- Supports the Workforce Planning process with the development of strategies, objectives, and action plans.
- Supports other areas of Talent Management and other human resource functions.
- Provides research and analysis relating to positioning for best practice tools and techniques.
- Contributes to overall HR Strategy in all HR functions.
- Addresses general enquiries relating to job competitions.

"Shall work in accordance with the Health and Safety Policies & Procedures and strive to eliminate any potential risk, which could result in personal injury or occupational illness."

Job Specifications

Education:

Completion of a Bachelor of Commerce or Business Administration Degree with specialization in Human Resources or Degree in a relevant social-sciences discipline (i.e. Psychology, Sociology) supplemented with training and experience in Human Resources. A Registered Professional Recruiter (RPR) and/or Certified Human Resources Professional (CHRP) designation would be assets.

Experience:

Three to five years experience in the Human Resources, with specific experience in Recruitment. Demonstrated ability to work with people as well as the ability to analyse and resolve complex issues. Displays confidence in communicating with people at various levels of the organization.

Special Skills, Job Requirements, Working conditions, Etc.

- Excellent analytical skills.
- Excellent interpersonal skills.
- Excellent time-management skills
- Excellent written and oral communication skills.
- Demonstrates high level of integrity, initiative, positive attitude and mutual respect.
- Customer-focused and able to establish good working relationships with internal (employees, managers, supervisors) and external (candidates, post-secondary institutes, etc.) stakeholders.
- Self-starting, proactive individual with an ability to multi-task and act independently but has good judgment on when to engage/escalate to others.
- Ability to work with others from widely diverse backgrounds in collaborative team/work group environments.
- Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include but are not limited to the Microsoft suite of applications, HRIS (JD Edwards), and reporting applications such (e.g., Showcase Strategy, Clarity).

Personnel Information

Salary Grade:

HAY 10

Job Number:

Status:

Active

Human Resource Analyst - Compensation & Benefits**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Human Resources Manager.

Direction Exercised:

The incumbent is expected to exercise a high level of personal initiative and judgement in the management of the Nalcor Compensation, Employee Benefits Programs, Pension Plans and all related Policies and Procedures. Supervise and provide direction to HR Intern.

Job Description**Summary of Job Function:**

Support the day to day activities required to ensure the effective and equitable administration, maintenance, enhancement, and enforcement of the Salary, Pension and Benefits Programs for Nalcor. Provides advisory support, to managers and supervisors on matters related to the Compensation and Benefits programs.

Principal Activities, Duties, and Responsibilities:

- Provides on-going advice to support Managers and Supervisors at all levels on Compensation and Benefits questions/issues
- Policies and Procedures
- Assist in the critical analysis of Nalcor's compensation programs including the implementation and administration of salary administration policies and procedures, as well as the administration of new compensation initiatives.
- Supports the salary adjustment program including the integration from the Performance Appraisal and salary adjustment recommendations to ensure that policies are applied consistently.
- Supports the Performance Contract process including coordination of contract development and final calculation.
- Coordinate the Job Evaluation Process for non-union employees by reviewing and analysing evaluation submissions; coordinating meetings of the Evaluation Committee; preparing supplementary information to assist Committee members to evaluate position submissions; provides direct input as a Committee Member; compiles and disseminates meeting minutes for committee and leadership approval; prepares communication for evaluation process results and ensures these results are accurately reflected in corporate salary administration notices. Corresponds with employees on submission clarification on matters such as classification and salary changes.
- Assists in the administration of Nalcor's Benefits programs and policies; provides analysis and recommendations on the annual benefits renewal process. Reviews and monitors benefits administration and procedures to ensure procedural efficiencies.

- Administers the Group Life, Supplementary Health, Accidental Death and Dismemberment, Voluntary Accident, Optional Group Term Life, and Dental Programs for the Nalcor Group. Prepares and administers the annual budget for Employee Benefits Programs (approx. \$5 million) and reviews the annual renewal for the benefits program and provides recommendations for senior management.
- Completes updates to employee personal information and coverage relating to all benefit matters.
- Builds relationships with external organizations such as insurance companies for rates and coverage, Government Departments to ensure compliance with laws and regulations, and benefit plan consultants for expert advice on all benefit programs. Acts as an advisor to employees and their families on all matters related to benefit coverage, entitlements conversion options and limitations.
- Participates in surveys related to employee benefit plans and recommends changes when necessary to control costs, improve programs and remain competitive within industry.
- Keep current on legislation, both Federal and Provincial, which affects corporate employee benefit programs.
- Develops and delivers employee information sessions on pension and benefits information.
- Keep current on Public Service Pension Plan (PSPP) and the Government Money Purchase Plan (GMPP) regulations as it relates to enrolment, retirement planning, purchasing of service, refunds and transfers. Ensures that employees are kept up to date on changes that affect the PSPP or GMPP.
- Advises employees on inquiries related to pension and service related matters. Prepares pension profiles upon employee request. Administers pension application process including preparing documentation for pension application upon termination, retirement or death; liaising with Pension Division on a daily basis regarding pensions application, purchase of service, transfer of service, leaves of absence, pensionable earnings and contributions. Ensure that Retiree Benefits are explained and proper documentation has been provided.
- Review with Recruitment Personnel, Managers, and Supervisors, the qualifications of both internal and external candidates to recommend appropriate compensation within the established range for new hires.
- Ensure that complete and accurate records are maintained of all positions and employees governed by the Salary Administration Program, and assists Managers and Supervisors with the preparation and updating of Job Descriptions.
- Ensures that salary surveys are conducted at appropriate intervals and utilizes results and best practices to ensure that the Corporation remains competitive in the market place. Coordinates participation in various compensation surveys for other companies, consulting firms, and government agencies.
- Assists in the development of Annual Total Compensation Statements.
- Provide information to Supervisors on the interpretation of articles of Corporate Collective Agreements as they relate to compensation.
- Maintains a current knowledge of Human Rights Legislation, Labour Relations Act, and other provincial and federal regulations which affect compensation policies to ensure that the Corporation avoids possible employment practice allegations.
- Administer the Nalcor Vacation Programs, which include the verification of vacation entitlements and maintenance of vacation records.
- Review and approves documentation used to create or change employee master files; ensures the accuracy of files through regular review of output reports; and maintains regular communications with the HR Specialist HRIS and Payroll as necessary.
- Liaise with the IS department with regard to current system development and enhancement to develop system reports and compensation processes.
- Liaises with the Finance Department on Compensation and Benefits costing and reporting.
- Provide supervision and guidance to the Human Resources Intern as required to ensure that work is completed accurately, on time, and in order of priority. Places focus on development opportunities and ensure the incumbent progresses through the development scale.
- Actively involved in the Safety and Health Program, including the enhancement of the In Confidence Employee Family Assistance Program.
- Contributes to overall HR Strategy in all HR functions.
- Execute other related projects and duties, as assigned for the purpose of ensuring an efficient and effective

work environment.

Job Specifications

Education:

Completion of a Bachelor of Commerce or Business Administration with specialization in Human Resources and/or industrial relations or the equivalent in training and experience including specialized training in salary administration and employee benefits. Master of Business Administration/Master of Employment Relations or CHRP designation would be an asset.

Experience:

Three to five years experience in the Human Resources field including training and experience in Compensation, Benefits and Pensions Administration. Demonstrated ability to analyse and resolve complex issues. Excellent oral and written communication skills.

Special Skills, Job Requirements, Working conditions, Etc.

- Excellent interpersonal skills, demonstrated high level of integrity, initiative, positive attitude and mutual respect.
- Self-starting proactive individual with an ability to multi-task and act independently.
- Provide direction and motivation to others by modelling appropriate behaviour, optimism and high achievement.
- Strong communication skills.
- Excellent interpersonal and negotiation skills, is customer focused and able to establish good working relationships with internal (employees, managers, supervisors) and external customers (government agencies and insurance companies).
- Ability to work with others from widely diverse backgrounds in collaborative team/work group environments.
- Strong research, analytical, and mathematical skills to analyse trends and develop effective solutions.
- Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include but are not limited to the Microsoft suite of applications, JD Edwards, Showcase Strategy.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

HR/LR Advisor**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Receives general direction from the HR/LR Lead for Regulated Operations, Hydro.

Direction Exercised:

The incumbent is expected to exercise a high level of personal initiative and judgement in providing consultation and service delivery to the Hydro line of business. The incumbent will support the Labour Relations function as well as work within a team of HR professionals on HR policy/program development and implementation.

Job Description**Summary of Job Function:**

The incumbent will support the labour relations function working with the HR/LR Lead for the Hydro line of business to address employee relation issues within Newfoundland and Labrador Hydro. The incumbent will prepare recommendations on labour related matters that have impact on business operations and/or planning. The incumbent will support HR policy development consistent with best practice and industry trends. In a labour relations function, this role will provide preparation for grievance resolution, arbitration cases, and collective bargaining. The incumbent will also ensure good document management of agreements/resolutions. In a generalist capacity, the incumbent will also support various initiatives related HR policy/program development and implementation as defined by the organizations People Goal.

Principal Activities, Duties, and Responsibilities:

- Supports labour relations and general human resource functions.
- Addresses general inquiries relating to labour relation and contract administration and interpretation.
- Works with union and management to resolve grievances at early stages and in consultation with the HR/LR Lead for Newfoundland and Labrador Hydro.
- Responsible for researching and preparing documentation to support grievance positions, arbitration cases, and positioning for collective bargaining.
- Prepares and reviews seniority lists and addresses any discrepancies.
- Coordinates time off for employees to conduct union business (as per the collective agreement).
- Coordinates with HR/LR Lead on matters relating to safety, employment standards, practices, and legislative requirements.
- Required to attend bi-weekly regulated operations or LMC meetings in any absences of HR/LR Lead .
- Provides consultation and support for effective progressive and corrective action (consistent with collective agreements where applicable).
- Responsible for updating Policy and Procedural Manual.
- Support the business planning process supporting the development of strategies, objectives, and action plans

related to People.

- Facilitates the execution of action plans related to Hydro Division that arise out of the "People" portion of the corporate plan.
- Builds effective relationships and liaises with management and union leaders (including shop stewards).
- Works with HR Leads in other lines of business to ensure synergy in supporting HR services.
- Provides research and analysis relating to positioning for collective bargaining and best practice programming.
- Develops and delivers employee information sessions on HR related programs.
- Maintains a current knowledge of Human Rights Legislation, Labour Relations Act, and other provincial and federal regulations to ensure that the Corporation avoids employment practice allegations.
- Contributes to overall HR Strategy in all HR functions.

Job Specifications

Education:

Completion of a Bachelor of Commerce or Business Administration with specialization in Human Resources and/or Industrial Relations or the equivalent in training and experience in labour relations or as an HR generalist. CHRP designation would be an asset.

Experience:

Three to five years experience in the Human Resources field including training and experience in labour relations as well as other HR areas. Demonstrated ability to work with people as well as the ability to analyse and resolve complex issues. Displays confidence in communicating with people at various levels of the organization.

Special Skills, Job Requirements, Working conditions, Etc.

- Excellent interpersonal and negotiation skills.
- Excellent written and oral communication skills.
- Demonstrates high level of integrity, initiative, positive attitude and mutual respect.
- Customer-focused and able to establish good working relationships with internal (employees, managers, supervisors) and external (unions, government agencies, and post-secondary institutes) stakeholders.
- Self-starting, proactive individual with an ability to multi-task and act independently but has good judgment on when to engage/escalate to others.
- Ability to work with others from widely diverse backgrounds in collaborative team/work group environments.
- Possesses strong research and analytical skills to facilitate reviews on labour costs, labour trends, and workforce planning.
- Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include but are not limited to the Microsoft suite of applications, HRIS (JD Edwards), and reporting applications such (e.g., Showcase Strategy, Clarity).

Personnel Information

Salary Grade:

Job Number:

Status:

Active

HR/LR Lead Hydro**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Manager, Human Resources and Labour Relations, Nalcor Energy, on human resources and labour relations matters. Specific divisional objectives and work plans are agreed upon annually. Has wide latitude for discretion relative to on-going activities within the framework of existing corporate and divisional policies and exercises a high degree of initiative and judgment in all areas of human resources and labour relations.

Direction Exercised:

Provides expert functional guidance and support to LOB Managers, Operations personnel and department staff in matters related to human resources and labour/employee relations. Responsible for work performances and the effectiveness of the work processes. Directs the activities of the HR/LR Advisor – Hydro.

Job Description**Summary of Job Function:**

The HR/LR Lead provides strategic leadership within its Line of Business (LOB) in the development and implementation of best practice policies, procedures and processes in all key areas of HR & LR. Provides strategic leadership by anticipating, envisioning, maintaining flexibility and empowering others to create strategic change as necessary. This position requires an experienced professional who understands the organization's needs, helps develop a positive mind-set, can design and communicate cost effective programs and assure their efficient delivery. Liaising with Managers and Corporate Human Resources Specialists, this individual provides HR functional leadership for HR planning, performance management, employee development and training, recruitment activities, employee relations, labour relations, evaluations, benefits, position classifications, compliance and related functions for the LOB.

Principal Activities, Duties, and Responsibilities:

General: Responsible and accountable for the direction and administration of human resources and labour relations matters including: participation in the strategic planning process and the development of objectives, strategies and work plans to support LOB, HROE divisional and corporate plans/goals. Will liaise with HR/LR Lead in other lines of business to ensure an integrated HR/LR strategy. Will develop and maintain the company's employee relations policies in keeping with industry best practice.

Human Resources: Provides expert functional support and advice to the LOB's regional, plant and departmental Managers, operations personnel and department staff in addressing issues and challenges.

Labour Relations: Responsible and accountable for labour relations activities and processes including union

collaboration. Responsible for promoting and maintaining a positive relationship with the union representing the Hydro unionized employees. Supports negotiating process, coordinates conciliation requirements/processes, ensures collective agreement changes are effectively communicated to management and staff. Provides guidance and interpretation to management and staff concerning all aspects of the Hydro Collective Agreements, dispute resolution processes, ensures timely investigation, response and/or resolution of grievances, and maintains all relevant documentation. Reviews and interprets government legislation and regulations pertaining to labour relations, ensures compliance with regulatory issues.

Works in collaboration with HR Specialists in the development and achievement of corporate strategies and initiatives.

Recruitment: With the support of the Corporate Recruitment Specialist, plans, develops, and executes workforce plans and recruitment strategies (e.g. hiring, termination, etc.).

Compensation & Benefits: With the support of the Corporate C&B Specialist, ensures employees are compensated in accordance with corporate guidelines, providing input and guidance into the corporate policies and procedures. Conducts education sessions with staff to ensure understanding of all compensation and benefit offers are part of their total compensation package.

Talent Management: With the support of the Corporate TM Specialist, ensures the timely and effective use of all Performance Management, Succession Planning & Training programs.

Organizational Effectiveness: With the support of the Corporate OE Specialist, stewards the company's framework for achieving and maintaining the LOB's reputation as a best employer and collaborates closely with other departments and the union to ensure success in achieving its objectives under corporate Goal #4 – People.

Job Specifications

Education:

University graduation from a Bachelor level degree preferably with a major in Human Resources/Labour Relations or an equivalent combination of education and experience. Masters degree or CHRP designation is an asset.

Experience:

A minimum of ten (10) – 15 years progressively responsible experience in labour relations and human resources management.

Special Skills, Job Requirements, Working conditions, Etc.

Requires well developed skills in both oral and written communication, ability to work with and relate to all levels within and outside the organization, proven ability to manage administrative duties, ability to effectively supervise and communicate with subordinates and strong leadership ability. Must possess a thorough knowledge of relevant legislation (e.g. Labour Relations Act). Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include but are not limited to the Microsoft suite of applications, JD Edwards.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

HROE Analyst**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Human Resource Organizational Effectiveness (HROE) Specialist. Primary project assignments will come from the HROE Action Plan and corporate initiatives relating to the development and enhancement of the business systems. Secondary project assignments will come from business analysis carried out with business units and the HROE Specialist. Exercises personal initiative and judgment in planning, organizing, scheduling and completing work project assignments.

Direction Exercised:

Primary focus is to provide direction and guidance to the HR Department, including OE, in the development of business processes and information systems to address their business issues. As required, acts as Project Leader in development and enhancement of the business systems and provides direction to staff are assigned. HROE Analyst position may supervise a small support staff as necessary. Incumbent is expected to exercise significant personal initiative and judgment in the development, maintenance and enhancement of the HR systems.

Decisions having departmental/divisional/corporate impact are made in consultation with the appropriate departmental manager or divisional vice president. Where activities impact data structures, system integration, and desktop infrastructure, direction is set through the standards, guidelines and direction of Information Systems Department.

Job Description**Summary of Job Function:**

The HROE Analyst will:

- Provide expertise and guidance to the business in the set-up and use of the HR business systems.
- Acts as Rapid Response Advisor for the HR systems when problems arise affecting its successful operation.
- Ensure the integrity of the HR business systems through the identification of impacts from either functional or integrated, system or process change.
- Develop systems training strategies for staff resulting from changes to business systems practices or processes. Develop related training and education materials.
- Deliver training sessions to HR staff.
- Acts as Project Leader for changes relating to HR business systems and other business systems, as required.
- Assist business units, primarily HR but including all other business units, to identify technology or process change to enable them to be more efficient and effective.
- Provide advice and guidance to business units in the creation and implementation of HRIS improvement plans.
- Advocate for the business throughout the life cycle of the business solution (from problem definition to

solution delivery).

- Deal with multiple projects simultaneously, spanning a number of business units.
- Maintain up-to-date action plans for each project, and an action plan status board showing the overall progress of each plan relative to target completion dates.

The HROE Analyst will carry out the following steps in the life cycle of a solution:

- Work side by side with the business sponsor to identify and develop solutions to business problems.
- Define the business problem
- Guide the development of business cases
- Gather user requirements
- Create business requirements documentation
- Model the current and the proposed processes
- Develop and conduct testing
- Co-ordinate user training
- Transition the business through implementation
- Follow-up with the business after implementation for the purpose of identifying Continuous Improvement Opportunities.

The HROE Analyst will as required:

- Work with a recognized project manager or external consultant to insure solution delivery consistent with the scope and vision of the business problem.

Act as project manager in limited scope projects.

Principal Activities, Duties, and Responsibilities:

The principal activities, duties and responsibilities of the HROE Analyst will be to:

1. Work closely with all areas of the HR to ensure that business needs are clearly identified, documented and understood. Develop effective relationships with HR personnel.
2. Identify and prioritize technology enabled opportunities for improving HR Administration, HR Services and HR Service Delivery.
3. Coordinates the implementation of technology enabled opportunities
4. Identify system and process impacts from either functional or integrated system or process change.
5. Reengineer systems or processes to effectively and efficiently implement system or process change.
6. Ensure the delivery of high-quality regulatory, business, user, and system (functional/non-functional) requirements, as they form the foundation for subsequent development and/or acquisition of technology solutions or process changes.
7. Develop financial and cost-benefit analysis as required.
8. Work with or act as Project Manager to define project scope and project statements. Ensure that solutions are developed appropriately, according to requirements.
9. Communicate business needs through the HROE Specialist, identifying gaps and opportunities in which technology can be leveraged effectively to meet business requirements.
10. Analyze and re-design processes, workflows and roles in support of changing business requirements. Translate process and workflow requirements into system requirements.
11. Provide guidance and advice for introducing or improving best business practices.
12. Review and prioritize work assignments while maintaining commitments developed in the annual HROE planning process.
13. Maintain a close working relationship with external IT professional leaders and vendor organizations.
14. Follow the accepted change management philosophies as related to IS infrastructure changes. Maintain up-to-date knowledge of Industry developmental trends, Industry Best Practices, Industry Standards, Corporate Policy and Procedures, and the Corporate Safety Procedures.

15. Comply with the Corporation's Health and Safety Policy as it applies to the HROE Analyst.
16. Maintain close and open communications with all divisions within the corporation.
17. Perform other related duties as required or assigned.

Job Specifications

Education:

A University Degree in Computer Science or Commerce, or equivalent combination of education and experience. Formal certification in either HROE or Business Analysis. This includes a Certificate of accomplishment for Business Analysis as recognized by the International Institute of Business Analysis (IIBA) or achievement of the Certified Professional Business Analyst (CPBA) designation.

Experience:

A minimum of ten years progressively responsible and relevant experience including extensive experience in requirements definition for business systems, Process Improvement and Customer Service, with minimum of three years of those in a supervisory capacity.

Must have an in-depth knowledge of trends & developments in Information Systems, tools & techniques to assess client needs, and application of multi-systems across multiple departmental boundaries.

Must have 3-5 years business expertise and understanding of how technologies can enable business opportunities and redesign.

Must have proven understanding of database management skills in the areas of data usage, software skills and data integrity.

Special Skills, Job Requirements, Working conditions, Etc.

This position is in a rapidly changing highly technical field. The incumbent must continually update himself/herself on the latest technological developments in this broad highly technical field.

Proven project management skills combined with sound judgment and decision-making skills; ability to think conceptually; excellent organizational and interpersonal skills, along with the ability to work in a team environment. Must understand the business climate, be fluent in modeling business processes and understand how and when systems and applications impede or enhance business function.

Superior analytical/problem solving skills. Proven track record of delivering business solutions on schedule and within budget a must.

Proven facilitation and leadership skills

Must communicate orally and in writing with clarity, completeness, with ability to present complex technical concepts in non-technical terms.

Proven understanding of SQL (Structured Query Language) for querying and modifying data and managing databases.

Excellent Excel skills to support analytical job functions.

Strong organizational and time management skills

Must be able to respond quickly to changing priorities Must be able to respond quickly and accurately in time-

constrained, stressful situations.

Must be able to work extended hours when required to support production issues.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Human Resources Specialist – Compensation and Benefits**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Manager, Human Resources. Expected to exercise a significant level of personal initiative and judgment in the strategic management and development/enhancement of the Nalcor Compensation, Employee Benefits Programs, Pension Plans, and all related policies and procedures.

Direction Exercised:

Provide advice and guidance to senior management, managers and supervisors, job evaluation committee, as well as staff on all matters related to compensation, pension, and benefits. Supervise and direct day to day activities of Human Resources Assistant.

Job Description**Summary of Job Function:**

Review and develop compensation strategies for all lines of business, union and non-union, as well as managing all activities required to ensure the efficient and equitable administration, maintenance and enhancement of the Salary, Pension and Benefit Programs for Nalcor. Works in close consultation with the HROE Analyst relative to quality assurance and continuous improvement of these processes.

Principal Activities, Duties, and Responsibilities:

This position shall:

- Be responsible for the critical analysis and strategic development of Nalcor's compensation programs. This includes the development, implementation and administration of human resources/salary administration policies and

procedures. As well as the management of new project and program compensation initiatives.

- Administer the salary adjustment program including the preparation of proposals and cost estimates for approval and implementation. Correlate information from Performance Appraisals and salary adjustment recommendations

to ensure that guidelines and policies are applied consistently. Manage the Performance Contracts process for senior managers in Nalcor and implement appropriate payments.

- Co-ordinate the job evaluation process for non-union employees by reviewing and analyzing documentation of positions submitted for evaluation; arranges meetings of the Evaluation Committee; prepares appropriate back-

up

information to assist Committee members in reaching decision; and provides direct input as Secretary and Committee Member. Correspond with employees on matters such as classification or salary changes etc. Co-ordinate the

establishment and ongoing operation of Evaluation Committees for Union jobs including the development of appropriate evaluation systems and acts as Co-chair for these committees.

- Ensure the competitiveness of Nalcor's Benefits structure and policies through continued monitoring and review, including providing analysis and recommendations on the annual benefits renewal process. Review and monitoring of

human resources benefit administration and procedures to maintain/improve procedural efficiencies, plus approves all documentation used to create or change employee master files and ensures the accuracy of the files through

review of output reports.

- Administer the Group Life, Supplementary Health, Accidental Death and Dismemberment, Voluntary Accident, Optional Group Term Life, and Dental Programs for the Nalcor Group. Prepares and administers the annual budget for

Employee Benefit Programs (approximately \$5 million) and reviews the annual renewal for the benefits program and provides recommendations to senior management. Direct the day-to-day activities of the Human Resources

Assistant in the performance of duties related to Benefits Administration. These include the development and maintenance of files and records related to the Employee Benefits Program and the preparation of monthly billings for

the appropriate insurance carriers.

- Manage activities and relationships with external organization such as insurance companies for rates and coverage, Government Departments to ensure compliance with laws and regulations and benefit plan consultants for expert

advice on all benefit programs. Acts as an advisor to employees and/or their families on all matters related to benefit coverage, entitlements, conversion options and limitations. Participate in surveys related to employee benefit

plans and recommends changes to Nalcor benefits when necessary to control costs, improve programs and/or remain competitive with industry.

- Keep current on legislation, both Federal and Provincial, which affects corporate employee benefit programs. Developing and delivering pension and benefit information sessions.

- Maintain current knowledge of Public Service Pension and the Government Money Purchase Plan regulations as it relates to enrollment, retirement planning, purchasing of service, refunds and transfers. Ensure that employees are

kept up-to-date on any changes that may affect the Public Service Pension or Government Money Purchase Plans. Resolve issues related to employee queries on pension and service related matters. Prepare pension profiles upon

request for employees nearing retirement. Prepare documentation for pension application upon termination, retirement, or death. Liaisons with Pension Division on a daily basis regarding pension applications purchase of service,

leaves of absence, pensionable earnings and contributions. Ensure that Retiree Benefits have been explained and documentation provided.

- Review with the Manager/Supervisor, the qualifications of both internal and external candidates to recommend appropriate compensation within the established range for the position.
- Ensure that complete and accurate records are maintained of all positions and employees governed by the Salary Administration Program, and assists Managers and Supervisors with the preparation and updating of Job Descriptions.
- Ensure that salary surveys are conducted at appropriate intervals and utilizes the information obtained to ensure that the Corporation remains competitive in the market place. Co-ordinate participation in various compensation surveys for other companies, consulting firms, and government agencies.
- Develop and manage Annual Total Compensation Statements.
- Provide information to Supervisors on the interpretation of articles of Corporate Collective Agreements as they relate to compensation.
- Maintain a current knowledge of Human Rights Legislation and other provincial and federal regulations which affect compensation policies to ensure that the Company avoids possible unfair employment practice allegations.
- Administer the Nalcor Vacation Programs which includes verification of vacation entitlements and the maintenance of vacation records.
- Review and approves all documentation used to create or change employee master files; ensures the accuracy of the files through regular review of output reports; and maintains regular communication with the HR Specialist Payroll and Administration as necessary to overcome day-to-day problems.
- Liaison with the I.S. Department with regard to current system development or modification and changes to system reports or development of new processes or reports, etc.
- Provide supervision and guidance to the Human Resources Assistant as required to ensure that the work is completed accurately, on time, and in proper order of priority.
- Be actively involved in the Safety and Health Program.

- Execute other related projects and duties, as assigned for the purpose of ensuring an efficient and effective work environment.

Job Specifications**Education:**

University degree in Commerce or Business Administration with major course work in Human Resources or the equivalent in training and experience including specialized training in salary administration and employee benefits.

Experience:

A minimum of eight to ten years progressively responsible supervisory experience in the Human Resources field including specialized experience in Compensation, Benefits and Pensions Administration.

Special Skills, Job Requirements, Working conditions, Etc.

- Self-starting, proactive individual with ability to multi-task and act independently.
- Provide direction and motivation to others through excellent communication, modeling appropriate behavior, optimism and high achievement.
- Excellent interpersonal and negotiation skills, is customer focused and able to establish good working relationships with internal (employees, managers and supervisors, staff) and external customers (government agencies and insurance companies).
- Ability to work with others from widely diverse backgrounds in collaborative team/work group environments.
- Strong written communication skills and research skills.
- Strong analytical and mathematical skills to analyze trends and issues and develop effective solutions.
- Initiate new projects.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Human Resources Specialist, HRIS & Payroll**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Manager, Human Resources. Expected to exercise a significant level of personal initiative, judgment, and analytical ability in development/enhancement and administration of Corporate Human Resources Information Systems (HRIS) and Payrolls which includes Compensation, Pension & Benefit Support Services, Human Resources Privacy, and related payroll and privacy policies and procedures.

Direction Exercised:

Responsible for the leadership and development of HRIS and Payroll Services including supervision of the HRIS Analyst and Payroll Administrators. Provide advice and guidance to senior management, managers and supervisors, as well as staff on all matters related to HRIS, payroll services, privacy issues, related system and administrative support and policies and procedures.

Job Description**Summary of Job Function:**

Develop planning strategies, which consider immediate and long-term staff, administration and HRIS system support services with a focus on effectiveness and internal controls of the payroll and human resources system processes. Works in consultation with the applicable HR and IS staff as well as HRIS Analyst relative to system development, enhancements, effectiveness, quality assurance and continuous improvement.

Ensure that HRIS processes align with Company policies and procedures as established and in compliance with applicable regulations / policies/collective agreements/industry standards; ensure effectiveness and integrity of human resource information systems, timely and accurate processing of bi-weekly payrolls and year end procedures; ensure effectiveness of policies and procedures; manage payroll support services and reporting; ensure legislative compliance; ensure staff receive appropriate guidance and training to enhance or upgrade skills as necessary; coordinating with HR Specialist Compensation & Benefits, HRIS Analyst and IS, implement new procedures/ systems as needed.

Principal Activities, Duties, and Responsibilities:

This position shall:

HRIS

- Work in partnership with HRIS Analyst and other Company team members to:
 - o Ensure the successful continuous use of appropriate systems and information - critically review and analyze current human resources, payroll, benefits and related support services and systems, policy and procedures in order to recommend and implement changes leading to best-practice operations;

- o Evaluate impact of system change or organizational change(s) on system operations within company operating departments;
- o Ensure the integrity of the HR business systems through the identification of impacts from system or process changes;
- o Work with staff to implement workflow changes as necessitated by system changes;
- o Participate in developing training plans and may conduct training sessions in a group or individual setting.
- o Maintain working knowledge and documentation for HRIS business processes.
- o Disaster Recovery Plan (Payroll)

- Responsible for the management of service delivery -HRIS, Payroll, Self Service, and reporting tools.
- Monitor data management and develop exception reporting.
- Proactively identify data issues and collaborate with team to mitigate the risks by proposing data streamlining and clean up strategies.

Payroll/HR Policies

- Develop, implement, and new policies or update existing policies when necessary (in partnership with HR, IS, and Finance, etc.), inclusive of:
 - o HR/Payroll/Benefit systems and administrative support services procedures (input, calculations, analysis and reporting services)
- HR Privacy Policy and Procedures.
 - o Monitor HR privacy policy and procedures and update as deemed necessary;
 - o periodic audit of privacy policy procedures and operational compliance; and assist with resolution of any issues related to non-compliance

Payroll Supervision and Procedures

- Ensure systems are set-up and updated to reflect current employee base, including legislative requirements, wages and benefit rates in line with contracts and policies (union and non-union).
- Manage regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, accruals, tax deductions, benefit deductions, etc.).
- Assist in developing regular and adhoc reports used for forecasting, planning and analysis, i.e. position/salary budgeting.
- Supervision of assigned personnel (e.g. screening, interviewing, recommending, training, evaluating, etc.) for the purpose of enhancing productivity of staff, and ensuring that payroll group outcomes are achieved.
- Oversee workload of HRIS/payroll group for the purpose of maximizing the efficiency of the group and meeting operational requirements. Effectively communicate tasks and expectations to the staff, prioritize tasks, assign work based on employees' abilities, and evaluate and monitor staff performance.
- Monitor assigned payroll activities and/or program components for the purpose of ensuring effective department functioning, coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Coordinate the payroll process with other divisions/departments, particularly Human Resources, Finance, and IS staff, for the purpose of delivering services in conformance with employment standards, benefits practices, accounting procedures and corporate policies.

- Oversee the preparation of a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, worker's compensation, etc.) for the purpose of documenting activities and issues; meeting compliance requirements, and providing audit references.
- Verify and approve payroll information (e.g. time sheets, direct deposits, wage attachments, third party disbursements, benefits, etc.) for the purpose of ensuring accurate distribution and accounting of funds and payroll.
- Work with Finance to reconcile account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Manage Worker's Compensation accounts, ensuring rates are updated, estimates, analysis, and reconciliations are completed.
- Research discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Compile data from a wide variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of analyzing issues, ensuring compliance with mandated requirements, and/or monitoring program components.
- Manage EI Premium Reduction Program
- Interpret and advise on employment and payroll legislation.
- Maintain a wide variety of payroll information, files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance.
- Prepare Annual Total Compensation Statement electronic data transfer ensuring accuracy of information.
- Communicate with a variety of internal and external parties (provincial /federal agencies, etc.) for the purpose of ensuring accurate processing of payroll deductions/garnishments.
- Inform personnel and/or carriers and/or financial institutions regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions.
- Maintain Organization Charts and related support systems.
- Respond to written and verbal inquiries for the purpose of providing information and/or direction.
- Planning and sometimes delivering training or information sessions.
- Execute other related projects and duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

"Shall work in accordance with the Health and Safety Policies & Procedures and strive to eliminate any potential risk which could result in personal injury or occupational illness."

"Shall be familiar with the Environmental Policy and Guiding Principles and applicable environmental Standard Operating Procedures."

Job Specifications

Education:

Bachelor of Business Administration/Commerce or an equivalent combination of education, training and experience.

Experience:

Eight to ten years supervisory experience in Human Resources/Payroll; proficiency with HRIS/Payroll Systems and related computer applications; experience in processing large volumes of payroll data is required as well as extensive and detailed knowledge of payroll, benefits, legislative requirements, and related accounting.

Special Skills, Job Requirements, Working conditions, Etc.

- Self-starting, proactive individual with ability to multi-task and act independently.
- Provide direction and motivation to others through excellent communication, modeling appropriate behavior, optimism and high achievement.
- Excellent interpersonal and negotiation skills, is customer focused and able to establish good working relationships with internal (employees, managers and supervisors, staff) and external customers (government agencies and banks).
- Ability to work with others from widely diverse backgrounds in collaborative team/work group environments.
- Strong written communication skills and research skills.
- Strong computer, analytical and mathematical skills to analyze trends and issues and develop effective solutions.
- Develop or improve work quality, cost-effective solutions to administrative or system problems.
- Expected to continuously upgrade technical skills on all payroll related changes to legislation and accounting.
- Initiate new projects.
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Personnel Information

Salary Grade:

Job Number:

Status:

Active

Human Resources Specialist - Recruitment and Workforce Planning

Location Information

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting

Direction Received:

Receives general direction from the Human Resources Specialist – Talent Management.

Direction Exercised:

The incumbent has corporate responsibility for Recruitment and Workforce Planning. He/she is expected to exercise a high level of personal initiative and judgement in providing consultation and service delivery to managers and supervisors involved in the recruitment process. He/she will also continue to develop and continuous improvement of Nalcor's Apprenticeship Program as well as work within a team of HR professionals to develop and support the Talent Management model/framework. The HR Advisor – Recruitment and Student Engagement reports to this position.

Job Description

Summary of Job Function:

The incumbent be responsible for all facets of the recruitment and workforce planning processes for Hydro and Nalcor Energy's other lines of business. The incumbent will advise managers and supervisors through the stages of the recruitment process and be instrumental in ensuring we have the right people in the right places. In consultation with managers/supervisor, he/she will develop appropriate replenishment/advertising strategies and execute these activities, with the support of the HR Advisor – Recruitment and Student Engagement. The incumbent will be responsible to lead Nalcor's Workforce Planning which will help steer the direction of the other facets of the Talent Management framework (Recruitment, Development and Retention). In addition, he/she will be responsible for the continued development and execution of Nalcor's Apprenticeship Program and is responsible for Nalcor's on-boarding process.

Principal Activities, Duties, and Responsibilities:

- Responsible for Recruitment for Nalcor and its lines of business and for the development and continuous improvement of related strategic activities.
- Responsible for Workforce Planning for Nalcor and its lines of business and for the development and continuous improvement of related strategic activities. This includes leading the development and execution of strategies, objectives, and action plans resulting from the plan.
- Responsible for maintaining a current knowledge with Policies and Procedures, Collective Agreements and all applicable Federal and Provincial Legislation and provides interpretation to managers and supervisors.
- Responsible for and advises with managers and supervisors on best-in-class tools and techniques to strategically fill vacancies and execute plans.
- Responsible for the development and continuous improvement of Nalcor's Apprenticeship Program and is chair

of Apprenticeship Committee. The incumbent will employ strategic thinking in determining the right trades complement, locations of rotations and balancing the needs and demands of the business to ensure all areas of the company are fully represented. In addition, the incumbent will ensure that rotations/rotation schedules provide high-value learning opportunities for Apprentices.

- Responsible for the development and continuous improvement of Nalcor's On-boarding process and works closely with the Safety and Health department and other stakeholders to ensure effectiveness of the program.
- Designated as Single Point of Contact (SPOC) for Nalcor's Oil and Gas group and is responsible for advising and supporting this group.
- Responsible for development and continuous improvement of databases that support process and efficiencies in Recruitment and related areas (i.e. Job Application, Personnel Requisition, Experience-Based Development, Corporate On-Boarding, etc.).
- Supervises and provide coaching and direction to the Human Resources Advisor – Recruitment and Student Engagement.
- Responsible to develop and implement best practice tools and techniques for Recruitment and Workforce Planning activities.
- Responsible for and develops strategic direction for job advertisements to support recruitment activities.
- Develops and delivers employee information sessions on HR related programs and conducts recruiting activities related to Nalcor's Student Engagement Strategy.
- Supports other areas of Talent Management and other human resource functions.
- Contributes to overall HR Strategy in all HR functions.
- Addresses general enquiries relating to job competitions.

"Shall work in accordance with the Health and Safety Policies & Procedures and strive to eliminate any potential risk, which could result in personal injury or occupational illness."

Job Specifications

Education:

Completion of a Bachelor of Commerce or Business Administration Degree with specialization in Human Resources or a Degree in a relevant social-sciences discipline (i.e. Psychology, Sociology) supplemented with training and experience in Human Resources. A Master's Degree, Registered Professional Recruiter (RPR) and/or Certified Human Resources Professional (CHRP) designations would be assets.

Experience:

A minimum of eight years of progressively responsible recruiting/generalist experience in the human resources field. Demonstrated ability to work with people as well as the ability to analyse and resolve complex issues and develop strategic focus in the areas of Recruitment and Workforce Planning. Displays confidence in communicating with people at various levels of the organization.

Special Skills, Job Requirements, Working conditions, Etc.

- Excellent analytical skills.
- Excellent interpersonal skills.
- Excellent time-management skills
- Excellent written and oral communication skills.
- Demonstrates high level of integrity, initiative, positive attitude and mutual respect.
- Customer-focused and able to establish good working relationships with internal (employees, managers, supervisors) and external (candidates, post-secondary institutes, etc.) stakeholders.
- Self-starting, proactive individual with an ability to multi-task and act independently but has good judgment on when to engage/escalate to others.
- Ability to work with others from widely diverse backgrounds in collaborative team/work group environments.

- Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include but are not limited to the Microsoft suite of applications, HRIS (JD Edwards), and reporting applications such (e.g., Showcase Strategy, Clarity).

Personnel Information

Salary Grade:	HAY 12
Job Number:	
Status:	Active

Human Resource Specialist - Talent Management**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Human Resources
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Work performed under the general direction of the Manager Human Resources & Labour Relations with significant latitude and judgement in coordinating, developing, administering and delivering programs to meet the company's needs.

Direction Exercised:**Job Description****Summary of Job Function:**

Is accountable to the Manager, Human Resources & Labour Relations for providing expert guidance and support to all areas within the corporation in sustaining Nalcor's commitment to Talent Management, with a focus on: succession planning; performance management; training & development; workforce planning; recruitment; and the deployment of best-practice policies, processes and systems in a high performance environment.

Principal Activities, Duties, and Responsibilities:

- Actively works with the Manager HR/LR and the Hydro Executive Leadership team in stewarding an integrated corporate framework for talent management within Nalcor, inclusive of a long-term strategic plan. Conducts regular reviews of all related personnel policies, programs and practices to keep the company up-to-date and informed of new developments in the area.
- Provides guidance, advice and direct consulting services to LOB's/divisions, departments and regions in the areas of succession planning, performance management, training and development. Providing prompt and objective coaching and counselling, coordinating and planning.
- Develops and maintains an inventory of talent management tools accessible to managers, supervisors and others to facilitate organizational capabilities and growth.
- Provides facilitation services to work groups and teams in areas such as performance management, succession planning, leadership/management development and training.
- In conjunction with the HR Specialist, Organizational Effectiveness, develops and deploys appropriate tools and processes for auditing or measuring organizational performance in the key areas of leadership development, succession planning, performance management and training.
- Develops and maintains Nalcor's corporate training portfolio, including the management of a million dollar budget, finding ways to maximize this investment.

- Maintains key relationships in the Professional Development community (e.g. CMD, CONA, etc.).
- Collaborates with Managers within Nalcor and Corporate HR in the delivery of a Recruitment & Retention strategy.
- Provides leadership to Field Training Coordinators in GAP analysis procedures, providing assistance to prioritize needs and combining the departmental submissions into a comprehensive training plan, suitable for budgetary approval.
- Completes special projects that may be assigned by the Vice-President, Human Resources and Organizational Effectiveness.
- To be familiar with Nalcor's environmental policy, guiding principals, corporate objectives, targets and programs.

Job Specifications

Education:

An undergraduate degree in business or a related discipline, preferably supplemented by a Masters degree or CHRP designation.

Experience:

A minimum of 10 years of progressively responsible experience in the areas of human resource management, employee relations, and/or people development.

Special Skills, Job Requirements, Working conditions, Etc.

- Create reputation for Nalcor to be a recognized leader in Talent Management.
- Strong, demonstrated capabilities in the areas of group/process facilitation.
- Very strong interpersonal skills and an ability to work with others from widely diverse backgrounds in collaborative team/work group environments.
- An in-depth knowledge of the various human resource management disciplines.
- Experience or familiarity with different models, concepts and frameworks related to succession planning, performance management, training and development and HR in general.
- Experience or familiarity with various development tools and methodologies.

Personnel Information

Salary Grade:

HAY 13

Job Number:

Status:

Active

Payroll Administrator**Location Information**

Company:
Division: Human Resources & Organizational Effectiveness
Department: Human Resources
Section: Payroll
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Work is performed under the general direction of the Human Resources Specialist, HRIS and Payroll while exercising a significant level personal initiative and judgment in coordinating all aspects of HR and Payroll Administration to meet the needs of all Nalcor companies. Incumbents must have knowledge of salary administration, benefits, union contracts, company policies, and legislative requirements and how any changes may impact the employee's file and payroll.

Direction Exercised:

Provide assistance to Human Resources Specialist, HRIS and Payroll, HRIS Analyst, Recruitment, and other HR personnel and government and external agencies as required. Respond to employee and management inquiries and provide information and reporting assistance and consolidated data as required. Incumbents are responsible processing in a timely and accurate manner human resources administrative procedures, bi-weekly payroll, benefits, and source deductions for all union and non-union employees in compliance with legislation, union contracts, company policy and related contracts and policies.

Job Description**Summary of Job Function:**

This position includes a dual role of payroll and human resources processing. Duties include, but are not limited to bi-weekly payroll, benefit and source deductions processing, payroll verification and audit and related government reporting, account reconciliation, reporting on various deductions, garnishment calculations, production of pay deposit slips, producing Records of Employment, year end procedures and T-4's, updating organization charts, maintaining employee master records, position master file, reporting structure maintenance which impacts the Performance Review and SWOP databases, handling internal and external inquiries from employees, retirees, government agencies, etc.

Principal Activities, Duties, and Responsibilities:**HR Processes**

- Review and process information provided by H.R. Specialists, Managers and Supervisors relative to new permanent, term and temporary employees, promotions and transfers. Ensures that all required information is received and contacts supervisor to advise when the required forms are missing or incorrectly completed. Provides guidance where necessary.
- Process required employee changes such as step increases, general increases, progressions, address changes,

bank account changes and tax changes received on TD1 forms.

- Determine changes required in JDE and other applications when information on an employee changes to ensure the correct information is processed through payroll, that the 'reporting to structure' is correct so supervisors can access employee information and that pay is charged to the correct business unit.
- Review and verify information received from supervisors/managers relative to leave of absence, terminations and retirements. Ensure appropriate payments are made for vacation, floaters, banked overtime and retirement pay, and any outstanding balances are deducted from the employee final pay.
- Maintain and update organizational charts on a pay period basis.
- Maintain seniority accruals in JDE to track seniority for permanent union employees and to supply this information to the Labour Relations department when requested.
- Maintain Position Master Detail in JDE, process all changes and additions as well as close positions. These changes determine the number of FTEs and the position budget and forecast information is maintained.
- Research and resolve employee inquiries ensuring accurate interpretation of union contracts, compliance with federal and provincial government statutes, and corporate policy and procedures.
- Review , input and maintain all documentation used to create or change employee master files and ensure the accuracy of the files through review of output reports.
- Run Showcase Strategy reports after payroll is completed for distribution. Review reports and advise supervisors of upcoming activity such as progression or expected termination dates. Follow up with supervisor where necessary to ensure that appropriate action is taken.

Payroll Processes

- Organize and prioritize workflow to meet rigid deadlines related to timely production of pay cheques, scheduled liability payments and T4 statements.
- Manage workflow to ensure bi-weekly payrolls are processed in a timely and accurate manner.
- Preparation and processing of all payroll functions of a bi-weekly pay cycle for all Nalcor Companies.
- Review and import employee timesheets via Lotus Notes. Correct any errors.
- Process and complete pre-payroll and pro-forma journals, identifying any errors or potential problems and ensuring corrective action is taken.
- Verify payroll and process final update of the bi-weekly payroll cycle for all companies.
- Verify, edit and approve Payroll generated journal entries.
- Verify and forward net pay file to Treasury for disbursement to employee's bank accounts.
- Maintain documentation and files for all relevant HR/Payroll data/processes.

- Timely review and submission on all payroll tax reconciliations.
- Work closely with General Ledger on all payroll related issues.
- Review error reports to ensure accuracy. Ensure all changes are processed correctly.
- Maintain accurate payroll records including manual-void-separate cheque log.
- Reconcile payroll prior to transmission and validate reports.
- Arrange for various deductions from employees such as poll tax, social club, and charitable donations.
- Calculate the deduction for wage attachments, support enforcement , EI Garnishments and demands from Revenue Canada, also notify employees of these deductions.
- Ensure compliance with Federal and Provincial regulatory reporting requirements and guidelines.
- Process HR-Payroll information for input, calculation and preparation of pay period adjustments.
- Update table files which contains user define codes in JDE.
- Prepare Labrador Travel Allowance payments.
- Confirm that all necessary changes (ie: system tax updates, version upgrades or enhancements) have been developed, tested and implemented.
- Process and release the T4s, liability payments, Revenue Canada source deductions, Records of Employment, ensuring that all government reporting is compliant with established regulations.

Other

- Assist internal-external auditors in obtaining required documentation and provides assistance regarding the Hr-Payroll audits.
- Investigate inquiries from employees, management, and other external agencies on payroll related issues.
- Correspond with employees on matters such as salary changes and to advise of deductions for wage attachments, demands from Revenue Canada, etc.
- Keep current on legislation, both Federal and Provincial, which affect source deductions.
- Work with IT department with regard to current system development or modification and changes to system reports or development of new reports, etc.
- Participate in special projects as required.
- Participate in monthly safety meetings.

Job Specifications

Education:

Three year Accounting/Business Administration Diploma and Payroll Compliance Practitioner Certificate (PCP) are required (or an equivalent combination of relevant education and experience). Knowledge and understanding of human resources/payroll related legislation, benefit and policy administration and accounting are required.

Experience:

5-6 years progressively responsible payroll, human resources and accounting experience in a multi company, computerized payroll environment for union and non union employees.

Special Skills, Job Requirements, Working conditions, Etc.

- Knowledge of payroll best practices.
- Strong knowledge of federal and provincial regulations.
- Proficiency with computerized HRIS and JDE Financial Systems required.
- Ability to maintain employee information privacy and deal sensitively with confidential material.
- Ability to multi-task, organize and prioritize workload to meet fixed deadlines.
- Strong work ethic and team player.
- High degree of professionalism.
- Detail oriented.
- Strong interpersonal communication skills.
- Ability to communicate with various levels of staff and management.
- Decision-making, problem-solving, and analytical skills.
- Willing to work overtime to meet critical deadlines

Must be willing to participate in new learning through Continuing Professional Education courses relating to Canadian Payroll Association membership as well as any corporate training and development initiatives.

Personnel Information

Salary Grade:

Job Number:

Status:

Active