

## **COORDINATOR OF PERSONNEL SERVICES (C-2)**

The incumbent (coordinator of personnel services) performs the collective attributions of the senior staff described before, in the following fields of activities:

- staffing: work force planning, recruiting, selection, hiring, induction and integration, assignment change, individual records management;
- human resources management: quality of work life, motivation, assistance for the employees, access to employment equity, professional retraining, performance evaluation;
- work relations: work relation committees, grievances, arbitration, interpretation and application of statutes on labour and of collective agreements;
- remuneration: job evaluations, application of classification plans, assessment of educational level and experience, pay progression, data transmission to the payroll department;
- employee benefits: group insurances, retirement plans, parental rights, health and safety, work accidents, vacation schedules, sick leaves.