



NON-CONTRACT ROLE DESCRIPTION

JD2970

ROLE TITLE:	Records Associate	ROLE DESCRIPTION NO.:	00773
DEPARTMENT:	Employee Records	HEABC REFERENCE NO.:	1872326
REPORTING TO:	Coordinator, Employee Records	HSCIS CODE:	06080
CLASSIFICATION:	NCEC/Range 4	JOB CODE:	06080DT

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health (Vancouver Island Health Authority), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Coordinator, Employee Records, the Records Associate is responsible for processing a variety of transactions such as processing new employee set up, employee position changes, salary changes and terminations of employment. Conducts on-going audits and produces associated reports according to the applicable collective agreements or the Terms and Conditions of Employment for Non-Contract Employees.

The Associate works with the Ministry of Justice and Recruitment to ensure employees working with children or vulnerable adults have a criminal record check (CRC) that is valid upon hire and every 5 years thereafter.

DUTIES AND RESPONSIBILITIES:

1. Responds to inquiries from employees and managers on a broad range of matters including:
 - Pay rates
 - Service dates
 - Seniority
 - Severance & Retiring Allowance
2. Keeps managers apprised of data requirements, works with clients to analyse and resolve related issues; liaises with Payroll, Benefits, Timekeeping, Staff Scheduling, Recruitment, and OH&S.
3. Administers and processes relevant provisions of the various collective agreements, organizational policy or Terms and Conditions of employment for non-contract staff. Reviews recommended salary levels and queries, and resolves incidents that appear non-conforming.
4. Processes a variety of changes to employee records, including new hires, transfer, terminations, and updates to employee demographics.
5. Processes increments to ensure current and new employees are paid accurately. Provides documentation to Payroll for missed pay and conducts ongoing audits as required.
6. Produces reports based on information in the Human Resources/Payroll system such as casual registries and seniority reports.
7. Provides information in response to third party requests such as lawyers, ICBC Claims Adjusters and Court Orders related to seniority, employment history and wage information. Ensures access to information meets the criteria of organizational policy and the regulations of the Freedom of Information and Protection of Privacy Act.

8. Prepares portable information for employees that have terminated. Reviews portable information received with affected employee and processes into HRIS after employee sign-off.
9. Conducts daily audits ensuring accuracy of data within HRIS due to employee job changes, transfers and terminations. Conducts personnel file reviews for service discrepancies as required.
10. Calculates retirement/severance entitlements on termination, retirement or death by review of personnel file or HRIS and provides documentation to Payroll as required.
11. Assist foreign employees with necessary paperwork to legally work in Canada pre permit expiry date.
12. Ensures employees are compliant for 5 Year Criminal Record Recheck through MOJ on-line application, including monitoring manual application process and escalation for non-compliant employee. Assist Recruitment to monitor new hires through manual CRC application to clearance.
13. Ensures that appropriate professional licensure/registration is valid including annual recheck.
14. Works with Client Services to support organizational initiatives including website management, reporting, process review enhancements, special projects and efficiency gains.
15. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Diploma in a related Business, Finance, Administration or Human Resources discipline and three (3) years' recent related experience in a similar multi-site, multi-union organization applying public sector collective agreements.

Skills And Abilities

- Strong computer and keyboarding skills and extensive knowledge of the following applications:
- HRIS (Human Resource Information System)
- MS Office
- Database and Web based applications
- Excellent client relation skills including good written and verbal communication skills, and solution seeking approaches to problem solving
- Ability to analyze and find solutions to HRIS issues in a large, fast-paced multi-union environment
- Ability to work successfully within team environment
- Physical ability to carry out the duties of the position