

1. IDENTIFICATION

Position No. 03-03152	Job Title Payroll Officer	Supervisor's Position Manager, Pay & Benefits 03-07486	
Department Finance	Division/Region 03780-04 Kitikmeot Regional Operations	Community Cambridge Bay	Location Cambridge Bay
Fin. Code: 03780 01 4 444 0300000 01 ????			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is. This position provides a full range of benefits and payroll services and counselling, and interpretations of HR policies, collective agreements and benefits entitlements to Government Nunavut (GN) employees.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact? The incumbent is directly responsible for providing pay and benefit services for approximately 650 permanent and/or casual employees. This position requires a broad understanding of the GN Public Service Act (PSA), HR Manual (HRM), Nunavut Employee Union (NEU) and Federation of Nunavut Teachers (FNT) Collective Agreements, Staffing Guidelines, Superannuation Administration manual, Benefits Manual and Leave Administration. This position has a large impact on the satisfaction and retention of current employees through prompt and accurate payroll services, and on past employees through professional termination and pension counselling.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.
<ol style="list-style-type: none"> The incumbent provides direct pay and benefit services to approximately 650 casual and permanent employees of the GN, including NEU, FNT, Excluded and HAY employee groups. Accurate processing, attention to detail and good organizational skills are mandatory in addition to solid interpersonal skills and the ability to deal with occasional irate employees. The incumbent will be required to carry out the following tasks independently setting her/his own priorities, adhering to a prescribed framework of policy and procedures and constant deadlines. <ul style="list-style-type: none"> Preparing document packages for new hires and providing counselling services for optional benefits

- Forwarding enrolment documents for superannuation, dental, health care, and other insurance plans
 - Setting up new hires and maintaining employee information on the GN payroll information system
 - Issuing salary advances and pay adjustments as required
 - Completion of clearance forms so employee final pays are processed on a timely basis
 - Issuing records of employment for terminating employees on a timely basis
 - Maintaining a physical record/file of all employee transactions and adjustments
2. The incumbent provides specialist advice to departments and employees on pay, benefits, employee records and collective agreement interpretations. The incumbent also provides training to new pay and benefit staff on pay processing and HR issues. The incumbent provides support and training to departments and staff by:
- Providing group presentations to employees, as required, on pension options and benefits
 - Utilizing the various manuals, agreements, systems and other resources to ensure correct information and procedures are adhered to and so employees and departments receive correct information
 - Mentoring new pay and benefit employees on pay and benefit processing and system maintenance
3. The incumbent is responsible for other duties relating to pay and benefits such as follows:
- Reconciliation of payroll liabilities and the processing of remittances
 - Acting in the capacity of the Manager, Payroll and Benefits as required
 - Assisting with presentations to high schools and students on job opportunities within the GN, Finance
 - Other special projects assigned by the Manager, Payroll and Benefits

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

- Grade 12 or GED, with one year post-secondary education and one year of related work experience
- The incumbent must have an in-depth and “expert” knowledge of all insurance, pension and other benefits provided to employees at all levels. Much of this expertise can be obtained only through the employee’s having obtained certification in benefits administration and completion of Federally sponsored Benefit and Insurance course work. Expertise is required in the use of complex, comprehensive, HR and Payroll computerized systems.
- The incumbent provides functional direction and training to support staff, new pay and benefit staff and administrative staff in departments. The incumbent is expected to have a significant amount of knowledge about the various divisions of departments and the benefits related to staff in those divisions.

- The incumbent is required to have a high level of interpersonal skills in order to deal with employees who may have suffered the loss of family members or who have become ill. These situations require the incumbent to exercise tact and diplomacy in counselling employees or beneficiaries on what benefits options they are entitled.
- The incumbent must possess good problem solving skills as employees often provide incorrect or incomplete information as a result of not understanding the process or procedures they must adhere to in obtaining the benefits they are entitled. Often the incumbent is asked to find creative solutions to complex situations that are made worse by delays, incomplete records and deadlines.
- The ability to speak and write Inuktitut or Inuinnaqtun is an asset for this position.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The incumbent works in an office environment with natural light and the ability to get up and move around. This position spends long hours in front of a computer terminal, which can cause Carpal Tunnel Syndrome.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

There is no predictable exposure to unpleasant or dangerous situations. The office is generally a quiet, private environment conducive to such work.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

This position spends long hours in front of a computer terminal, which can cause fatigue and eye strain. Short period of moderate concentration are required to carry out some tasks usually related to calculations. This generally takes place in a quiet, private environment conducive to such work.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

The incumbent often is required to deal with employees or their families who have suffered loss of one sort or another (death in service, lay-off, dismissal, and long term illness). The mental effort required to remain calm and professional but with an appropriate sensitivity to the emotions of others, is at times, difficult.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
Date: _____	Date _____
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.