

**TITLE:** HUMAN RESOURCES GENERALIST

**DEPARTMENT:** HUMAN RESOURCES

**DIVISION:** OFFICE OF THE CAO

**PURPOSE OF JOB:** The HR Generalist is responsible for supporting operational excellence across all day-to-day Human Resources functions in a unionized public sector environment. This role delivers consistent, responsive, and high-quality HR services to employees and leaders at all levels of the organization, while contributing to corporate initiatives such as employee engagement, policy and procedure development, and continuous improvement of HR processes.

Reporting to the Manager, Human Resources, the HR Generalist supports the implementation and administration of human resources strategies, policies, programs, and procedures that align with the Corporation's strategic plan, applicable collective agreements, and all relevant employment legislation.

The HR Generalist provides guidance and support to management and employees on a broad range of human resources matters, including recruitment and staffing, performance management, learning and development, workplace health and safety, and employee and labour relations. This includes assisting with the interpretation and application of collective agreements, workplace policies, and legislative requirements, and supporting fair, consistent, and compliant people management practices.

**REPORTS TO:** MANAGER OF HUMAN RESOURCES

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### MAIN RESPONSIBILITIES:

- 1. Occupational & Non-Occupational Illness and Injury, Disability and Return-to-Work Management:**
  - Manage the receipt, investigation, reporting, and administration of all WSIB reportable and non-reportable injuries, near misses, hazard exposure reports, and health and safety concerns.
  - Collaborate with WSIB stakeholders to support effective claims management, cost containment, and cost relief opportunities.
  - Investigate, communicate, and follow up with internal and external stakeholders to ensure timely WSIB reporting, medical documentation, modified duties, and return-to-work outcomes.
  - Collaborate with Managers and Supervisors to develop and implement early and safe return-to-work plans that align with medical restrictions and operational requirements.
  - Responsible for ensuring required documentation is received and timelines are met for employee absences

- Administer short-term non-occupational disability and oversee short- and long-term disability claims.
- Administer employee leaves, non-occupational accommodations, and the Employee and Family Assistance Program (EFAP) in accordance with organizational policy.

### 2. Health and Safety

- Serve as a certified member and subject matter expert for the Joint Occupational Health and Safety Committee (JOHSC), supporting committee effectiveness, inspections, and evidence-based recommendations to the Employer.
- Conduct and participate in workplace inspections and recommend updates to health and safety policies, procedures, and practices.
- Identify organizational health and safety training needs and ensure employees receive legislatively compliant and operationally relevant training to perform work safely.
- Monitor and maintain compliance with provincial health and safety legislation, public health requirements, and corporate policies, identifying non-compliance and recommending corrective actions.
- Ensure all JOHSC postings, documentation, and Terms of Reference are approved by the MLITSD, accurately maintained, and visibly posted on health and safety bulletin boards.
- Administer and manage the third-party online health and safety learning portal, ensuring course content aligns with legislative, corporate, and operational requirements.
- Provide training, guidance, and coaching to Managers and Supervisors on health and safety obligations, injury prevention, and disability management best practices.
- Develop, implement, and oversee integrated corporate wellness and mental health initiatives to promote a culture of safety, wellbeing, and psychological health in the workplace.

### 3. Recruitment and Selection

- Review and format job descriptions to ensure current descriptions are accurate;
- Develop innovative recruitment strategies for external recruitment including usage of the Town of Cobourg website, social media and other acceptable outlets;
- Assist in preparing standard interview questions and consult with department managers to add specific questions for their department relevant to each position;
- Assist managers with interviewing candidates for open positions, including contacting applicants, booking interviews, conducting interviews, following up with candidates, and checking references;
- Create and send employment packages, including job offers and employment related forms; Ensure forms are received back, scanned and the employee personnel file is created and updated with all applicable information;
- Ensure that appropriate onboarding training is circulated to and completed by new employees; and
- Responsible for the recruitment and selection of all summer students in conjunction with appropriate managers.

#### 4. Employee and Labour Relations

- Have a thorough knowledge of the Town of Cobourg's Collective Agreements, policies and procedures, and relevant employment legislation;
- Provide advice and guidance to ensure collective agreements and policies and procedures are correctly interpreted and adhered to;
- Conduct investigations and issue findings including issuing discipline and resolving employee issues, concerns and complaints.
- Formulate relevant correspondence related to employee relations and human resources;
- Assist with Collective Bargaining, including:
  - Research on current bargaining trends and settlements
  - Work with management to discuss items to be addressed within the bargaining process
  - Preparation of Collective Bargaining proposals
  - Assist with in-person Collective Bargaining
- Conduct wage comparisons for any new or current positions as required;
- Manage and maintain the job evaluation process for unionized and non-union positions to maintain pay equity;
- Support the grievance process, including preparation for grievances and participating in arbitration and Human Rights Litigations;

#### 5. Employee Programs

- Research best practices and develop, implement and administer new or improved programs relating to employee health, wellness, recognition, perks and corporate learning to enhance employee engagement across the Corporation to promote a healthy and respectful work environment;
- Draft various employee and management communication materials, guidelines, and policies in regards to employee programs;
- Assist employees with health benefit claims issues or concerns;
- Prepare and distribute information to employees regarding changes and/or general information of pension plans;
- Respond to questions and/or concerns from employees regarding their OMERS pension.

#### 6. Other Duties

- Assist in the development and implementation of the employee policies and procedures including the attendance management program.
- Provide consultative services and support to managers on a wide variety of human resources issues and processes
- Other duties as assigned.

#### **SUPERVISION:**

Direct: None.

Indirect: None.

### **EDUCATION & EXPERIENCE REQUIRED:**

- Successful completion of post-secondary education in Human Resources Management, Occupational Health and Safety or other related field of study or an equivalent combination of education and relevant professional experience
- Possess the Certified Human Resources Practitioner (CHRP) designation, or in the process of obtaining
- Professional certifications such as Certified Health and Safety Consultant (CHSC), Joint Health and Safety Certification Part 1 and 2 and Certified Registered Safety Professional (CRSP) are considered assets
- A minimum of three (3) years of related experience in a human resources role, preferably in a unionized environment;
- Demonstrated knowledge and application of relevant employment-related legislation including the Employment Standards Act, Ontario Human Rights Code, the Workplace Safety and Insurance Act, Pay Equity Act (Ontario) and relevant sections of each Collective Agreement;
- Excellent analytical, planning and organization skills and ability to multi-task on concurrent projects with competing priorities;
- Excellent communication skills (written and oral), combined with demonstrated tact, diplomacy, and a proven ability to maintain sensitive and confidential information;
- Self-motivated, proactive, flexible and able to work in a changing work environment;
- Proficient in Microsoft Office suite of applications including Word, Excel and PowerPoint;
- Demonstrated facilitation, negotiation and presentation skills.
- Demonstrated and excellent organization, time management and planning skills.
- Valid Driver Licence with access to a reliable vehicle for work is required;
- Must obtain a Satisfactory Criminal Record Check upon employment

### **WORKING CONDITIONS:**

- Hours of work are Monday to Friday 8:30AM to 4:30PM (35 hours/week).
- Some travel between municipal sites will be required.
- This position may be required to work evenings, weekends and respond outside normal working hours as required.
- This position is governed by the Town of Cobourg Non-Union Policies and Procedures.

### **WORKING RELATIONSHIPS:**

The Human Resources Generalist will maintain positive relationships with numerous municipalities and their Human Resources departments. It will communicate with all departments within the Corporation and their managers to obtain or forward employee information. The Human Resources Generalist will also maintain a high degree of confidentiality due to the nature of responsibilities and reporting structure. This position will require a positive working relationship with all Unions, Association Members and Non-Union Employees.



# Job Profile

## Human Resources Generalist

This position will be required to provide ongoing communication with benefit carriers, OMERS, as well as outside agencies in order to establish best practices and to provide the best possible programs and services for all staff.

The Human Resources Generalist will be required to work closely with several client groups within the Corporation. This may include work with the Non-Union/Management group, Canadian Union of Public Employees (CUPE), Cobourg Professional Fire Fighters' Association (CPFFA), and the Cobourg Police Service.

April 24, 2026

Manager Signature

Date

CAO Approval Signature

Date

Original: October 2022

Revised: April 2026