

Selected Contributions And Achievements:

- Delivered advice on salary administration, compensation, overtime, shift premium, promotion & merit increases.
- Supported recruit engagement meetings in partnership with the Regional Recruitment Centre, and ensured the accuracy and completeness of all supporting documentation in conjunction with RCC personnel.
- Contributed invaluable support in the application and interpretation of collective agreements with OPSEU and AMAPCEU unions, as well as the Public Service of Ontario act and other relevant legislation, policies, and directives.
- Maintained position inventories & organizational charts, clarified & resolved issues, updated position specifications.
- Partnered extensively with HR advisors in the completion of employee pension credit appraisals, served as a representative in Employee Return-to-Work and Pay-for-Performance meetings, and completed specialized ad hoc policy projects.
- Assessed and evaluated the implications and effects of existing HR legislation, strategic priorities, and proposed changes, seeking comprehensive input and consultation from key departmental and senior management stakeholders.
- Facilitated the administration of Stage 1 and Stage 2 grievances within client ministries, maintaining grievance files.
- Consulted with Regional HR Service Delivery Centres, Enterprise Business Units, Regional Recruitment Centres, and Strategic Business Units to ensure the proper alignment of HR strategies with overall organizational plans.
- Provided proactive Human Resources services, advisory support, and assistance in researching key labour issues and employee relation's matters, in addition to extensive policy research, database and arbitration jurisprudence as required.