

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Human Resources Associate (Relief)

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| Department: | Human Resources |
| Classification: | Relief (January – November 13, 2026) |
| Affiliation: | Non-Union |
| Vacancy Reason: | Existing |
| Shift/Hours: | Monday – Friday, 35 hours per week |
| Salary Range: | \$77,877.80 to \$86,322.60 annually |
| Work Location: | City Hall, One the Esplanade South, Pickering, ON |
| Date Posted: | Wednesday, December 24, 2025 |
| Deadline to Apply: | Friday, January 9, 2026, by 12:00 noon |

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of (Relief) Human Resources Associate.

As a member of the Human Resources team, the incumbent is responsible for coordinating a wide range of human resources services. This role primarily provides generalist Human Resources support and planning in the areas of recruitment and retention, compensation and benefits, learning and development, health and safety, disability management, attendance management, and diversity and inclusion. Additional responsibilities include the maintenance of the Human Resources Information System (HRIS), and the provision of functional support to members of the management team as assigned.

Primary Responsibilities

- Supports the centralized recruitment function by coordinating all aspects of assigned postings including; preparing job postings; screening resumes; administering and assessing selection tests; preparing interview packages; and arranging/scheduling job interviews. Conducts job interviews and employment reference/credential checks; makes offer of employment to successful applicants ensuring all job specific relevant documentation is included. Issues negative response letters when required.
- Ensures hiring decisions made by the Interview Panel are done so in accordance with City Policies and collective agreement requirements, where applicable.
- Assists with group benefits plan management including the investigation and implementation of benefit changes. Processes new employee enrolments and benefit change forms, investigates benefit issues and responds to customer enquiries as required. Tracks and files long-term disability applications as appropriate.
- Coordinates the analysis, evaluation and classification of positions within the job evaluation system ensuring internal pay equity is maintained. Prepares documentation for job evaluations including updating charts, tables and Job History files. Maintains currency of job history files including an up-to-date index. May be required to act as the non-union Chair for the Job Evaluation Committee.
- Maintains and updates the HRIS system by creating new positions, processing mass updates and organizational changes.
- Along with the Human Resources Assistant, reviews Action Notice Forms and verifies the accuracy of information before seeking approval. Ensures required information is collected and submitted to Payroll and client departments on a timely basis.
- Analyzes HRIS data in order to produce reports and make recommendations. Tracks, maintains, generates and interprets reports. Creates presentations, procedures, and reports to support plans and objectives.

- Assists with pension plan administration ensuring systems are in place to enroll eligible employees, record pensionable service including leaves of absence and waivers of premium, advise and counsel staff and to ensure pension benefits are processed accordingly.
- Prepares and amends new or revised job descriptions in the appropriate format; investigates job content or clarifies job requirements to ensure accurate evaluation of the position.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of a diploma or Post-graduate certificate in Human Resources Management or a relevant field.
- CHRP/CHRL designation considered an asset.
- Two years of generalist Human Resources work experience, preferably in a unionized municipal environment.

Knowledge, Skills and Abilities

- Demonstrable technical and professional competency and proficiency in the application of relevant legislation and modern recruitment methods, practices and techniques.
- Commitment to proactively supporting Diversity and Inclusion initiatives with a demonstrable understanding of the principles of Diversity, Equity and Inclusion.
- Strong organizational, interpersonal, communication (written and oral in English), and customer service skills. Actively contributes to the creation and maintenance of a positive work environment characterized by open communication, teamwork, respect and recognition, and trust.
- Demonstrates professionalism, strong leadership, and effective problem-solving abilities.
- Proactively engages in varied learning and professional development.
- The ability to preserve the confidentiality of personal and other sensitive information is essential.
- Strong keyboarding skills with a high level of clerical accuracy.
- Demonstrable knowledge of MS Office software products with the following skill levels required:
 - Office Suite – Intermediate
 - Email – Advanced
 - Internet – Advanced
 - Mobile Devices and Apps – Intermediate
 - Social Media – Intermediate
 - HRIS and time attendance software - Advanced
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

