HUMAN RESOURCES MANAGER

(Reference: National Occupation Code - 0112)

Alternative Titles:

- administrator, human resources
- manager, employer-employee relations
- manager, employment equity - human resources
- manager, human resources
- manager, industrial relations
- manager, occupational health and safety
- manager, pay and benefits
- manager, personnel, manager, recruiting
- manager, personnel services
- manager, personnel training and development
- manager, staff relations

Industry Description

Human Resources Manager plan, organize, direct, control and evaluate the operations of human resources and personnel departments, and develop and implement policies, programs and procedures regarding human resource planning, recruitment, collective bargaining, training and development, occupation classification and pay and benefit administration.

General Job Description

Human Resources Manager is responsible for providing Human Resources (HR) generalist services in the functional areas of Employee Relations, Recruitment and Selection, Training and Development, Performance Management, Compensation and Benefits, Privacy and Employee Communications. Human Resources Managers are also responsible for the communication and consistent application of company policy and procedures, developing practices and programs that align with business strategy and objectives, and providing leadership and consultation to the Management Team on all matters related to effective Human Resources management.

Position-Job Functions

Human Resources Manager perform some or all of the following duties:

- Plan, organize, direct, control and evaluate the operations of human resources or personnel departments.
- Plan human resource requirements in conjunction with other departmental managers.
- Co-ordinate internal and external training and recruitment activities.
- Develop and implement labour relations policies and procedures and negotiate collective agreements.
- Administer employee development, language training and health and safety programs.
- Advise and assist other departmental managers on interpretation and administration of personnel policies and programs.
Oversee the classification and rating of occupations.
Organize and conduct employee information meetings on employment policy, benefits and compensation and participate actively on various joint committees.
Direct the organization’s quality management program.
Ensure compliance with legislation such as the Pay Equity Act.

Physical Demands Analysis

- There is a frequent need to exert mental effort including prioritizing multiple demands and projects, and unpredictable demands for assistance from management and employees.
- Often required to work with fixed and competing deadlines, and to perform tasks that could be considered highly stressful and highly confidential in nature.
- Works in a typical office environment under conditions of minor risk or injury – also exposed to all areas of the plant – so may be infrequently exposed to noise, equipment, changes in temperature
- Frequent interruptions, often irregular hours depending on issues.

Human Resources Manager Position Expectations

<table>
<thead>
<tr>
<th>Essential Skills</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Text</td>
<td>3</td>
</tr>
<tr>
<td>Document Use</td>
<td>2</td>
</tr>
<tr>
<td>Computation</td>
<td>2</td>
</tr>
<tr>
<td>Writing</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>2</td>
</tr>
<tr>
<td>Thinking Skills</td>
<td>2</td>
</tr>
<tr>
<td>Working with Others</td>
<td>2</td>
</tr>
<tr>
<td>Computers</td>
<td>2</td>
</tr>
<tr>
<td>Continuous Learning</td>
<td>2</td>
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</tbody>
</table>

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = High

Salary Range:
$42,304 – $95,165 (estimated mean annual salary range)

Pre-employment Skills (Necessary training and where it can be obtained)

- A university degree or college diploma in a field related to personnel management such as business administration, industrial relations, commerce or psychology
  
or
  Completion of a professional development program in personnel administration is usually required.
- Certification as a Certified Human Resources Professional (CHRP) may be required.
- Some experience in a clerical or administrative position related to personnel administration may be required.
- Athabasca University, a distance learning institution, offers a three-year Bachelor of Human Resources and Labour Relations. Applicants must be at least 18 years of age.
- Mount Royal College in Calgary offers:
  - a one-year Business Administration certificate program with a specialization in Human
Resources. This program is intended for working adults who wish to improve their business knowledge.

- a two-year Business Administration diploma program with a specialization in Human Resources. The entrance requirement is a high school diploma with an average of at least 60 per cent in English 30 or 33, Pure Math 30 or Applied Math 30 and three other appropriate Grade 12 subjects or equivalent.

- The University of Calgary offers
  - four year and five year (co-op) Bachelor of Commerce degree programs with a specialization in Human Resources and Organizational Dynamics. The entrance requirement is a high school diploma or equivalent with an average of at least 70 per cent in English 30 and four other appropriate Grade 12 subjects.
  - a 300-hour Human Resource Management certificate program through the Faculty of Continuing Education (distance and non-distance delivery). The entrance requirement is a high school diploma or over 23 years of age, and suitable business experience. This program is also offered on-line.

### Career Levels/ Years of Experience

<table>
<thead>
<tr>
<th>Career Levels</th>
<th>Position</th>
<th>Average Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>3</td>
<td>Vice President</td>
<td>7 years</td>
</tr>
<tr>
<td>2</td>
<td>Director</td>
<td>5 years +</td>
</tr>
<tr>
<td>1</td>
<td>Manager</td>
<td>4 years +</td>
</tr>
</tbody>
</table>

### Training Institutions

- Bow Valley College - [http://www.bowvalleyc.ab.ca](http://www.bowvalleyc.ab.ca)
- Fairview College - [http://www.fairviewcollege.com](http://www.fairviewcollege.com)
- Mount Royal College - [http://www.mtroyal.ab.ca](http://www.mtroyal.ab.ca)
- SAIT - [http://www.sait.ab.ca/](http://www.sait.ab.ca/)

### Reference:

- Economic Research Institute (ERI) [http://www.eri.com](http://www.eri.com)
- Industry Standards (see industry information)