



SARNIA POLICE SERVICE JOB POSTING # SOA-2026-2 – EXTERNAL

POSTING DATE:	April 24th, 2026
POSITION:	Human Resources Coordinator
CLASSIFICATION:	Senior Officers Association, Level 5 (\$84,570-\$99,494)
TYPE:	Permanent
WORK LOCATION:	Headquarters
REPORTS TO:	Chief of Police, or designate
ANTICIPATED START DATE:	July 2026

Purpose

The Sarnia Police Service (SPS) has identified the need for a full-time Human Resources Coordinator to fill an existing vacancy.

The Human Resources Coordinator is a contributing member of the senior leadership team, responsible for providing consultative Human Resources services to the Office of the Chief of Police and the Senior Leadership Team.

The Human Resources Coordinator will coordinate and administer Human Resources programs and processes, ensuring compliance with legislation, agreements and policies.

The Human Resources Coordinator will oversee the Human Resources operational support requirements and maintain effective delivery of services.

Key Accountabilities

- Provide advice and guidance to the Office of the Chief, Directors and Managers on labour relations related activities. Provide consultative services and support to the leadership team and association representatives.
- Prepare submissions and information to legal services and other third parties including government agencies. Provide employer witness services as required for hearings etc. Maintain employee documentation and confidential files. Monitor, review and adjust policy information and processes. Coordinate and support workplace investigations.
- Provide employee performance oversight where necessary and contribute to various staffing decisions and recommendations relating to employee hiring, succession planning, termination and discipline.
- Assist in managing, approving and utilizing financial, human and material resources. Contribute to financial resource planning, allocation and budget processes. Proactively monitor and

identify intended and unplanned impacts. Manage information and coordinate services with external vendors and municipal partners.

- Provide information, responses and recommendations pertaining to grievances, collective bargaining and labour relations related activities. Contribute to HR related initiatives including training, hiring panels, absence management and workplace investigations. Maintain confidential organizational and employee information.
- Attend and contribute to Police Service Board meetings and respond to requests for information as required. Provide materials, reports and presentations to the Board, as necessary.
- Identify, communicate and proactively escalate information to the leadership team to support organizational goals and desired outcomes.

Key Activities

Provide HR consultative services that includes advice, guidance and recommendations on a variety of employment related matters. Support the goals of the Sarnia Police Service through participation in project and committees.

Coordinate HR programs and processes pertaining to recruitment, absence management, labour relations, compensation, benefits, HR systems and other employment related areas.

Oversee SPS HR operations to ensure confidential and sensitive information is provided, organized and managed for accuracy, consistency and compliance.

- Work with the SPS leadership to provide oversight of the SPS recruitment program.
- Assist in the ongoing development of the SPS recruitment strategy.
- Ensure the efficiency and effectiveness of the staffing processing including job postings, application reviews, interviews, records management and onboarding.
- Provide information and guidance regarding absence management for internal and external stakeholders including the City of Sarnia HR. Pro-actively communicate activity for further action (eg, Long Term Disability, WSIB, Return to Work, Accommodation etc).
- Develop and maintain correspondence templates for processes to ensure consistency.
- Create assistive documents for employee processes (eg, Frequently Asked Questions, Process Guides).
- Ensure the SPS HR library contains the current and historical information pertaining to job information.
- Manage employee related records, both electronic and paper based to ensure one source of local reference is established, maintained, controlled and accessible.
- Utilize the SPS HR/Pay system to enter employee, compensation and time keeping related data for recording and to enable reporting.
- Prioritize and respond to employee requests for information and support. Forward or escalate complex requests to the City of Sarnia HR as appropriate for specialized HR support.
- Track actions and requests, following up to ensure results are complete and meet deadlines.
- Perform other related duties as required and assigned.

Minimum Qualifications

- Successful completion of a three (3) year Community College related program (e.g., Human Resources, Business Administration), plus two (2) to three (3) years related work experience, or equivalent combination of education/training and experience.
- Related work experience to include demonstrated competencies at an intermediate level in:

- Processing employee information, records and actions across a wide range of human resource functions.
- Prioritizing tasks and using judgment with competing demands.
- Effective interpersonal skills to establish and build partnerships with stakeholders.
- Knowledge of relevant employment legislation, regulations and practices.
- Effective written and verbal communications skills with various audiences (including Senior Management) to interact with tact, diplomacy and discretion.
- Ability to apply judgment and sensitivity to issues and maintain confidentiality.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Utilizing HR/Payroll systems to record information and create reports

Working Conditions

The position is routinely limited to sitting and intermittent walking, keyboarding and mousing, with otherwise minimal physical effort and stressors.

This position works a regular thirty-five (35) hour week, Monday to Friday, day shift. Hours may be required occasionally outside of the regular shift to accommodate special events and activities.

Health and Safety

All employees are required to participate in Health and Safety training, comply with the rules, regulations and procedures, use protective equipment and devices, and cooperate in programs developed to comply with the Sarnia Police Services Board's standards related to occupational health and safety. They are also required to inform their supervisor of any unsafe conditions or situations which they have reason to believe may be unsafe or hazardous either to themselves or to others.

Application Process

Qualified candidates are requested to submit their complete application package (*one-page cover letter, resume, along with the Civilian Application Form and Consent and Release of Liability waiver*) via email to SPSCareers@police.sarnia.on.ca no later than **4:00 PM** on **Friday, May 15th, 2026**. Please combine/scan all application documents in PDF format as one file. Please include the job posting number and job title in the subject line of your email submission.

Only those selected for an interview will be contacted.



Sarnia Police Service Civilian Application Form

GUIDELINES FOR COMPLETION

Carefully review and follow application instructions issued with this application form. If additional space is required for any answer, attach an Appendix to your application.

I. Personal Information

Surname:	Given Name (1):	Given Name (2):
Address:		
City/Town:	Province:	Postal Code:
Phone Number (Day):	Phone Number (Evening/Home):	
Email:		

	Yes	No
Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Are you legally eligible to work in Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a Canadian citizen or a permanent resident of Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a valid driver's licence that permits you to drive an automobile in Ontario with full driving privileges <u>and</u> do you have six (6) or few demerit points?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of any criminal offence for which a pardon has not been granted or issues? (<i>This means any fine, period of imprisonment, or period of probation offered by the court</i>)	<input type="checkbox"/>	<input type="checkbox"/>
If you were previously convicted under a Federal statute, have you been granted or issues a pardon, or in the event of a discharge related to a finding of guilt, have the records been sealed by the RCMP?	N/A <input type="checkbox"/>	<input type="checkbox"/>

II. Education

Secondary School Attended:	Highest Grade/Level Completed:
Type of Certificate or Diploma Obtained (if applicable, attached equivalency certificate):	

Business, Trade, or Technical School Attended:	
Course Name:	Length of Course:
Licence, Certificate or Diploma Awarded:	

Community College Attended:	
Program Name:	Length of Program:
Licence, Certificate or Diploma Awarded:	

University Attended:		
Major Area of Study:	Length of Course:	
Degree Awarded:	General:	Honours:

Other relevant courses, workshops, seminars, training, licenses, certificates, or degrees:
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IV. Relevant Information

List any qualifications you have which you believe are relevant to this position:

Have you ever applied to any other police service? Yes No

If yes, please complete the following:

Name of Service:	Date of Application:	If your application currently active?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

V. Declaration

I, _____ (*print name*), hereby declare that the foregoing information is true and complete, to the best of my knowledge. Further, I understand that a false statement may disqualify me from further consideration for employment or result in dismissal, should I be appointed as an employee of the Sarnia Police Service. It is understood and accepted that I am involved in a competition process and that I may be declined at any stage of the process without explanation.

Signature:	Date:
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Sarnia Police Service

Civilian Employment Consent and Release of Liability Form

Last Name (please print) 3rd, 6th & 9th digits of SIN

Please read the following form carefully.

The purposes of parts A and B of this form are to authorize police services and other individuals and entities noted below to collect, to use and to disclose personal information about you for the purpose of assessing your abilities to be a civilian employee of the Sarnia Police Service, and for related research, information and statistical tracking.

The purpose of part C of this form is to release any of the individuals or entities named on this form from liability that might arise as a result of the collection, use or disclosure of your personal information in accordance with parts A and B.

A. CONSENT/ASSESSMENT

I hereby authorize any police service in Ontario to which I have submitted an application to be hired as a civilian employee, to request and obtain personal information about me as described below from any or all of the following individuals or entities:

- the Ontario Ministry of Transportation, which maintains driving records of Ontario residents;
- any other Ontario police service or law enforcement agency, which may hold personal information about me;
- the Canadian Police Information Centre, which is owned by the RCMP, and which maintains a computerized system to provide law enforcement agencies with information on individuals with criminal records;
- any health care practitioner (including doctors, nurses, psychologists and their agents) who has provided me with health care treatment, either as part of this Civilian employee selection process or otherwise;
- any previous employer who may hold personal information about me;
- any consumer reporting agency, which maintains credit or other personal information about a consumer;
- any educational institution in which I have been, or am currently, enrolled and which has information about me, including my grade or performance results; and,

I further hereby authorize any of the above-noted individuals or entities to collect or use personal information about me as described above, and to disclose such personal information to a requesting police service as part of this Civilian Employee Selection System.

I further acknowledge that any of the above-noted individuals or entities may disclose to the requesting police service to which I have submitted an application any or all of the following records, including any parts of the following records:

- academic records and transcripts;
- employment records (Police Service and other), including performance evaluation / reviews, discipline, complaint and attendance information;
- police records and history of law involvement, including criminal and provincial reports and convictions, and intelligence information;
- police service applications;
- medical information;
- background and security checks (including CPIC, NCIC, Interpol, etc.); financial information, including credit bureau check;
- driving record;
- physical, psychological, visual, aptitude and other employment-related tests, including but not limited to MMPI-2 -questions, answers and scores, and the interview notes, summaries,
- opinions, assessments and evaluations of psychologists; applicant survey information;
- training record; and
- social networking websites, blogs, chat rooms, email or other online content.

B. CONSENT/RESEARCH

I understand that personal information about me may be required occasionally for research purposes, and in particular for documenting findings and trends, and for reviewing the validity and reliability of the Sarnia Police Civilian Employee Selection System. I hereby consent to any of the personal information collected about me, pursuant to this form or at any point while I am being trained to be a civilian employee, to be used and to be disclosed to a researcher or to an entity listed in Part A of this form for these purposes. I understand that in providing this consent no personal information that identifies me shall ever be published in a publication that is available to the general public.

C. RELEASE OF LIABILITY

By signing this form, I agree that in consideration for applying to be a civilian employee pursuant to this Civilian Employee Selection System, I hereby release and forever discharge all of the individuals, entities, and classes of individuals and entities referred to on this form, and their agents, licensees, employees, directors, officers, and subcontractors, including but not limited to Her Majesty the Queen in Right of Ontario, the OACP, any Ontario police services board, and their respective agents, licensees, employees, directors, officers, and subcontractors, from any and all actions, causes of action, claims, demands, and remedies, for any and all damages, losses, injuries and expenses of any nature or kind howsoever arising, which hereafter may be sustained by me in connection with the collection, use, and disclosure of information about me in accordance with the consents provided by me in this form, and from the use or reliance upon information about me obtained in accordance with these consents.

And I further agree that this Release of Liability shall apply to and be binding on my heirs, administrators, executors, and assigns and each of them.

I have read both pages of this Consent and Release of Liability Form, and by signing below, I certify that I understand its content, agree to its terms, and am at least eighteen (18) years of age.

Candidate's Name (Please Print)

Name of Witness (Please Print)

Candidate's Signature

Signature of Witness

Date Signed

Personal information about the candidate that is obtained through the Sarnia Police Service Civilian Employment Selection process is collected under the authority of section 43 of the Police Services Act. Questions concerning the collection, use or disclosure of this information or concerning the Release of Liability should be addressed to: Information and Privacy Co-ordinator, 555 N. Christina St. Sarnia, Ontario N7T 7X6