



SARNIA POLICE SERVICE JOB POSTING #122 – EXTERNAL

POSTING DATE: July 17th, 2025

POSITION: Human Resources Coordinator

CLASSIFICATION: Civilian, Grade 5 (\$46,665 – \$93,329)

TYPE: Permanent

WORK LOCATION: Headquarters

REPORTS TO: Chief of Police, or designate

ANTICIPATED START DATE: November 2025

The Sarnia Police Service has identified the need for a Human Resources Coordinator. This will be a full-time position within the Sarnia Police Service which will require the applicant to be available to work 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.

Purpose

Responsible for providing consultative Human Resources services to the Office of the Chief of Police and the Senior Leadership Team. Coordinate and administer HR programs and processes, ensuring compliance with legislation, agreements and policies. Oversee the HR operational support requirements and maintain effective delivery of services.

Major responsibilities

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.

- Directly support the Chief and Deputy Chief with HR requests, required analysis and related information.
- Consult with Supervisors, Manager, Directors and uniform leaders to communicate and request services/action.
- Provide training and education to supervisors and leaders on HR related items.
- Advise on HR best practices and ongoing opportunities to enhance and advance the HR function at SPS.
- Contribute feedback pertaining to HR related budget items.

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

- Provide a central point of contact to ensure compliance, consistency in process and effective communication.
- Establish and maintain SPS processes to effectively coordinate employee job and life event information (eg, hire, retirement, sick leave, leaves of absence, promotion, status and personal changes).

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

- Ensure the efficiency and effectiveness of the staffing processing including job postings, application reviews, interviews, records management and onboarding.
- 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.
- Track actions and requests, following up to ensure results are complete and meet deadlines.

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

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

Application Process

Qualified applicants are welcome to apply via email to the attention of the Sarnia Police Service Careers (SPSCareers@police.sarnia.on.ca) by **10:00 AM on Thursday, August 7th, 2025**.

The application should include a Cover Letter, Resume, Civilian Application Form, and any supporting documents; kindly submit all application documents in PDF format. Following the closing date, only successful application candidates will be contacted to arrange an interview.



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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III. Employment History

Beginning with your present or previous employer and continuing in reverse order, list and describe every position you have held since the beginning of your work experience. If you have held two (2) or more positions with the same employer, list and describe each position separately. Include military, part-time and summer employment. Please attach additional sheets, as required.

Is your current employer(s) aware that you are seeking employment with the Sarnia Police Service? Please be advised that they may be contacted at a further point in the selection process.

Yes

☐

No

☐

Present or Previous Employer:	
Position Title (current / most recent):	Date of Employment: From: To:
Address:	
Phone Number:	Supervisor Name and Title:
Brief Description of Duties:	
Reason for Leaving:	

Present or Previous Employer:	
Position Title (current / most recent):	Date of Employment: From: To:
Address:	
Phone Number:	Supervisor Name and Title:
Brief Description of Duties:	
Reason for Leaving:	

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: