



Midas HR/Payroll Administration

Occupational Family/Code – PDP

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Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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Employees involved in MIDAS HR/Payroll administration roles perform a variety of duties related to a range of human resources administrative and payroll tasks and related electronic processing and record keeping using the government’s MIDAS database. The roles are as follows:

- **Employee Administration** - processes employee information related to benefits and payroll.
- **Payroll Administration** - verifies and calculates adjustments outside of the regular payment of salaries.
- **Timekeeping Administration** - verifies and records information related to employee attendance.
- **Work Structure Administration** - creates and maintains position records and Midas organization structures, processes & mass government updates.
- **Reporting Administration** - produces reports of statistical/demographic data related to employees.
- **Learning Administration** - schedules and administers logistical details for learning events.
- **Benefits Administration** - administers specialized benefit functions.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of relevant acts, regulations, policies, and agreements related to human resources and/or pay administration. **(Learn – Employee Administration, Payroll Administration, Work Structure Administration, Learning Administration, Timekeeping Administration and Benefits Administration)**
 - Knowledge of government benefits and/or pension programs. **(Learn – Employee Administration, Benefits Administration)**
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Theories/Principles

- Knowledge of accounting and financial principles for payroll processing. **(Bring – Employee Administration, Payroll Administration)**
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Technical

- Knowledge of computer applications such as word processing, security, communication, and spreadsheet software. **(Bring)**
- Knowledge of government human resource procedures related to treasury board approvals, classification and pay administration. **(Learn – Work Structure Administration)**
- Knowledge of procedures related to learning administration. **(Learn – Learning Administration)**
- Knowledge of timekeeping administrative procedures. **(Learn – Timekeeping Administration)**
- Knowledge of position management including treasury board authorization and organizational reporting structures. **(Learn – Work Structure Administration)**
- Knowledge of relational data base concepts such as tables, queries, reports, columns and rows to design new and/or adapt existing reports. **(Bring - Reporting Administration)**



- Knowledge of classification and pay administration. **(Bring – Work Structure Administration)**
 - Knowledge of MIDAS applications with respect to human resources and/or payroll applications. **(Learn)**
 - Knowledge of requirements analysis for questioning and validating ad hoc reporting requests. **(Bring – Reporting Administration)**
 - Knowledge of present and historical Executive Government employee data information systems for generating reports. **(Learn – Reporting Administration)**
 - Knowledge of data manipulation software such as Oracle, Discover and Excel including features such as graphs, charts and pivot tables. **(Bring – Reporting Administration/Learn – Employee Administration, Work Structure Administration)**
 - Knowledge of human resource administration related to employee benefits, payroll and personnel. **(Bring – Employee Administration, Benefits Administration)**
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Skills

Skills are those demonstrated abilities, or proficiencies, which one has learned from his/her past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to actively listen, paraphrase and ask clear, concise and relevant questions to clarify and understand information being received and to obtain relevant information from clients and others. **(Bring)**

Personal attributes which may link with this skill statement include: approachable, courteous, respectful, patient, concise, logical, respectful, persuasive, articulate...

- Ability to verbally provide clear, concise and accurate information to clients and others at a level appropriate to the individual(s). **(Bring)**

Personal attributes which may link with this skill statement include: accurate, patient, concise, courteous, respectful, logical, articulate...

- Ability to clearly and concisely compose written information in response to often complex inquiries at a level appropriate to the recipient(s). **(Bring)**

Personal attributes which may link with this skill statement include: accurate, concise, logical, courteous, respectful...

- Ability to reference, read, understand, explain and/or apply guidelines, policies, regulations, and procedures related to personnel, benefits and payroll in an accurate and timely manner. **(Bring)**

Personal attributes which may link with this skill statement include: courteous, respectful, articulate, thorough, attentive to detail...



Leadership

- Ability to provide guidance, advice and direction to colleagues, managers and stakeholders on policies, procedures and government practices that helps others reach goals and achieve success. **(Bring – Employee Administration, Payroll Administration, Work Structure Administration, Learning Administration, Timekeeping Administration, Benefits Administration)**

Personal attributes which may link with this skill statement include: accurate, independent, concise, respectful, thorough, logical, diplomatic, persuasive, proactive...

Problem Solving

- Ability to identify, clarify and analyze relevant issues, concerns or problems and provide options and recommendations and implement sound solutions in a timely fashion. **(Bring)**

Personal attributes which may link with this skill statement include: resourceful, thorough, logical, decisive, innovative, conceptual...

- Ability to identify, clarify and analyze issues, concerns or problems related to pay/personnel/benefits/classification and determine appropriate course of action using regulations, policies, agreements and procedures in a competent and efficient manner. **(Bring – Employee Administration, Payroll Administration, Work Structure Administration, Benefits Administration)**

Personal attributes which may link with this skill statement include: resourceful, thorough, logical, decisive, innovative, conceptual...

Interpersonal

- Ability to establish and maintain open and honest work relationships with clients, colleagues and others cultivating a healthy respectful work environment, which promotes quality client service. **(Bring)**

Personal attributes which may link with this skill statement include: approachable, diplomatic, fair/open-minded/objective, trustworthy, approachable, client service focus...



- Ability to influence, persuade and convince others to reach mutually acceptable or workable solutions and/or agreements. **(Bring)**

Personal attributes which may link with this skill statement include: assertive, decisive, diplomatic, resourceful, respectful...

Team/Independence

- Ability to work independently and as a contributing member of a variety of teams to complete work assignments, achieve common goals and contribute towards a positive work environment. **(Bring)**

Personal attributes which may link with this skill statement include: cooperative, independent, supportive, dependable, trustworthy, resourceful, adaptable, flexible, client service focus...

Organizational

- Ability to plan and organize a large volume of work taking into consideration frequent interruptions and conflicting and changing priorities while meeting tight deadlines. **(Bring)**

Personal attributes which may link with this skill statement include: organized, independent, adaptable, attentive to detail, resourceful, decisive, client service focus...

- Ability to precisely plan, schedule and coordinate logistics for learning events within required time frames. **(Bring – Learning Administration)**

Personal attributes which may link with his skill statement include: organized, independent, resourceful, adaptable, attentive to detail, decisive...



Analytical

- Ability to accurately reference, understand and appropriately apply acts, regulations, policies, procedures and agreements as part of daily operations. **(Bring – Employee Administration, Payroll Administration, Work Structure Administration, Learning Administration, Benefits Administration)**

Personal attributes which may link with this skill statement include: accurate, independent, thorough, logical, conceptual...

- Ability to check and verify documentation for completeness and accuracy in accordance with applicable policies, procedures and agreements. **(Bring – Employee Administration, Payroll Administration, Work Structure Administration, Learning Administration, Timekeeping Administration, Benefits Administration)**

Personal attributes which may link with this skill statement include: accurate, independent, thorough, attentive to detail...

- Ability to clarify the request, search for, evaluate and verify pertinent information in response to requests and inquiries and produce in-depth reports. **(Bring – Reporting Administration)**

Personal attributes which may link with this skill statement include: accurate, independent, resourceful, thorough, logical...

- Ability to independently gather, understand and synthesize specialized information such as performance measures, demographics, sick leave usage to meet the needs of the organization. **(Bring – Reporting Administration)**

Personal attributes which may link with this skill statement include: accurate, independent, resourceful, thorough, logical, innovative, attentive to detail...

- Ability to extract, organize and compile information for accurate reports and statistics. **(Bring)**

Personal attributes which may link with this skill statement include: precise, conceptual, logical, proactive and creative...



- Ability to maintain the confidentiality of sensitive information identified in the creation of reports. **(Bring)**

Personal attributes which may link with this skill statement include: diplomatic, dependable and trustworthy...

Technical

- Ability to input, update, edit, retrieve, maintain, merge, format and transmit information/data using a variety of hardware, software and electronic systems with speed and accuracy within tight deadlines. **(Bring)**

Personal attributes which may link with this skill statement include: independent, patient, accurate...

- Ability to create a variety of reports from a database in an accurate, logical and visually presentable format within required time frames. **(Bring – Reporting Administration/Learn – Employee Administration, Work Structure Administration, Benefits Administration)**

Personal attributes which may link with this skill statement include: accurate, organized, logical, thorough, attentive to detail, conceptual, innovative...

- Ability to accurately reconcile and verify pay, and/or personnel/benefit information, in accordance with established policies and guidelines. **(Bring – Employee Administration, Payroll Administration, Work Structure Administration, Benefits Administration)**

Personal attributes which may link with this skill statement include: accurate, thorough, attentive to detail, patient, logical, concise, organized...

- Ability to accurately perform complex mathematical calculations with accuracy and within deadlines. **(Bring – Employee Administration, Payroll Administration, Work Structure Administration, Benefits Administration)**

Personal attributes which may link with this skill statement include: accurate, thorough, logical, patient, organized...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are the underlying characteristics, which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, which can be described as feelings, attitudes, habits and traits. Each of these is demonstrated through one's behaviour.

The personal attributes are stated under the skill competencies for which they may be most critical.

Personal attributes for the MIDAS HR/Payroll positions include:

To Be...

- Approachable
- Patient
- Assertive
- Organized
- Cooperative
- Courteous
- Persuasive
- Articulate
- Innovative
- Proactive
- Client Service Focused
- Accurate
- Resourceful
- Concise
- Trustworthy
- Respectful
- Independent
- Conceptual
- Supportive
- Dependable
- Adaptable
- Fair/open-minded/objective
- Decisive
- Diplomatic
- Thorough
- Logical
- Flexible
- Attentive to detail
- Precise
- Creative

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