



HUMAN RESOURCES department

ACTIVITY REPORT JUNE 2023 TO SEPTEMBER 2023

The Human Resources (HR) department coordinates all Kativik Regional Government (KRG) labour files. It delivers advice, technical assistance and coaching to managers, as well as contributing to the implementation of the organization's mandates through employee recruitment, retention, training and upgrading.

1. General

- In order to support our organizational recruitment efforts; we are pleased to announce Laura Pinci as our new recruiter for the KRG since June 15, 2023.
- HR has recently filled and will be welcoming a new HR advisor that will be joining us in early September, 2023. The HR advisor role for the NV remains vacant.
- Updating of employees files (insurances, dependents list, etc.) and support to KRG employees with any work related questions is part of ongoing daily operations.
- The consultants working on the pay equity have started the job evaluations, and the project is ongoing and this should be completed in the next few months.
- Refinement of the current performance management process are currently underway and will be ready this fall.
- The HR team will be focusing on updating some of the KRG policies and procedures as well as creating new ones, such as succession planning.
- The staff survey has concluded and we are working with the consultant on analysis and result roll out plans.

2. Employee movements

Revision of posting and publication, sorting/pre-selection of candidates with departments, coordination and leading of interviews, coordination of psycho-metric tests, references, preparation of contracts, coordination with Operations section for employee arrival, etc.

- For KRG:
 - Coordination for the posting of twenty-four (24) positions and hiring of twenty-two (22) employees;
 - Coordination for the end of employment of seventeen (17) permanent employees (termination or resignation);

- For NPS:

- Nine (9) constables positions filled, all staff for NPS;

Coordination of the end of employment of three (3) constables;

3. Training

- The training needs from each department were received; courses requested from the HR Downloads are being assigned; other training requests are being reviewed and rolled out.
- Training for Onboarding new employees has been created for NPS and the KRG and successfully rolled out. We will continue to build on and enhance this support for new employees.

4. Labour Relations

- Labour relations committee (employer-union): Regular meetings were held in the last few months. Discussions on different issues (specific employee cases, complaints, improvements, requests, etc.).
- The collective agreement is in translation and under final review. Signatures will follow and the new collective agreement will become active.

5. Technical Assistance Program to Northern Villages

- An HR Advisor will be hired to provide technical assistance specifically to the Northern Villages. Once this role is filled; a more defined plan of action will be made available and communicated to the Northern Villages.

6. **Statistics** (as of August 1, 2023)

KRG								
	KRG	%	TRANSPORT	%	MANAGEMENT	%	TOTAL	%
Inuit Women	86		3		21		110	
Inuit Men	45		60		17		122	
Total : Inuit	131	62%	63	84%	38	43%	232	62%
Non Inuit Women	20		0		19		39	
Non Inuit Men	59		12		31		102	
Total : Non Inuit	79	38%	12	16%	51	57%	142	38%
TOTAL EMPLOYEES	210		75		89		374	

Public Security - NPS								
	NPS	%	Guard	%	Civilian	%	TOTAL	%
Inuit Women	1		3		8		12	
Inuit Men	1		2		0		3	
Total : Inuit	2	2%	5	7%	8	100%	15	9%
Non Inuit Women	11		23		0		34	
Non Inuit Men	78		39		0		117	
Total : Non Inuit	89	98%	62	93%	0	0%	151	91%
TOTAL EMPLOYEES	91		67		8		166	
In Kuujuaq	35	41%	19	28%	6	75%	60	37%

7. **Employee Benefits**

HR is working with the DGO and Treasury on improving KRG benefits to assist with recruitment and retention of employees.

8. Human Resources Department Employees

Departments	Assigned to:	Contact info
Northern Villages	Karine Cote	hrdirector@krg.ca ext 2337
Human Resources	Eleanor Scharf	eScharf@krg.ca ext 2425
Public Security	Nathalie Le Gall	nlegall@krg.ca ext 2275
Municipal Public Works	Anne-Marie Girard	AMGirard@krg.ca ext 2264
RenewableResources, Environment, Lands & Parks	Melanie Holloway	mholloway@krg.ca ext 2409
Civil Security	Nathalie Le Gall	nlegall@krg.ca ext 2275
Administration	Anne-Marie Girard	AMGirard@krg.ca ext 2264
Communications	Melanie Holloway	mholloway@krg.ca ext 2409
Sustainable Employment	Melanie Holloway	mholloway@krg.ca ext 2409
Recreation	Melanie Holloway	mholloway@krg.ca ext 2409
Finance and Treasury		kcote@krg.ca ext 2337
Legal, Socio-judicial and Municipal Management	Anne-Marie Girard	amgirard@krg.ca ext 2264
Regional and Local Economic Development	Anne-Marie Girard	amgirard@krg.ca ext 2264
Transportation	Karine Cote	kcote@krg.ca ext 2337
Inquiries regarding insurance, pension plan, RRSP, forms, etc	Leah Pilurtuut Sylvia Jonas	lpilurtuut@krg.ca ext 2305 sjonas@krg.ca ext. 2240 or hradmin@krg.ca
Recruiter	Laura Pinci	lpinci@krg.ca