POSITION DESCRIPTION

POSITION: Human Resources Information Systems Specialist

DEPARTMENT: People Services	**JOB NUMBER:**
DIVISION/FACULTY: Human Resources	**DATE REVISED:** January 2022

ORGANIZATIONAL STRUCTURE

This role reports to the Manager, Human Resources Information Systems (HRIS).

PRIMARY FUNCTION

This position works closely with the Manager, HRIS and is responsible for the administration and maintenance of activities related to the Human Resources Information System.

The HRIS Administrator serves as the primary point of contact for HR/Payroll and University community clients and provides advice and support on a variety of matters related to the Human Resource Information System. The HRIS Administrator provides support in database administration, system maintenance, information reporting, web-based employee services, delivery of human resource metrics and related training. The HRIS Administrator contributes to the development, implementation and evaluation of strategies and activities to ensure that the tools, processes and systems are working efficiently to improve transactional and reporting activities for Human Resource Services and its clients.

KEY RESPONSIBILITIES

1. Oversees the administration and maintenance of Human Resource databases through methods such as: developing and recommending procedures to ensure protection of human resource data; developing and directing the development of audit reports. Researches reasons for data capture and data anomalies and ensures appropriate corrections or adjustments are made. Ensures appropriate security measures are taken to protect HR data.

2. Responsible for technical configuration of HR/payroll modules within Banner, Taleo and other HR systems.

3. Contributes to Human Resources business process improvement activities (i.e. systems automations) through methods such as: understanding client needs, analyzing processes, familiarity and working knowledge to apply change management principles, recommending improvements using technological functionality and participating as a member of a team in the implementation of improvements. Supports the acquisition of information systems and technology within Human Resources.

4. Analyzes, produces and distributes standard and ad-hoc reports including assessing quality data sources, report parameters and works with clients to ensure their information needs are being met.

5. Designs, develops and analyzes HR Metrics, reports, dashboards and analytics that summarize data to support HR business needs in areas such as compliance reporting, workforce planning, performance management, succession planning, compensation and other HR related areas.

6. Acts as the technical lead in the execution of HRIS project plans.

7. Investigates and resolves data processing issues affecting employee pay and benefits. Coordinates resolutions between Human Resources, Payroll, Financial Services, Institutional Analysis and Planning (IAP), IT and/or other technical resources, and gives direction regarding process and interpretation.

8. Contributes as a member of several HRIS related and technology working groups within KPU.

9. Coordinates data maintenance activities ensuring data integrity working in close partnership with IT, Payroll, Finance and IAP including analyzing, testing, training and implementing new Banner reporting systems, products and upgrades.

10. Prepares high level reports for external organizations, ministries and government agencies.

11. Implements changes to the HRIS including changes that arise as a result of labour relations changes, collective bargaining agreements and other required adjustments.

12. Develops and documents procedures related to Human Resources Information Systems and related business processes including data entry, data processing and audit requirements.

13. Develops process documents ensuring they are kept current with system upgrades and changes.

14. Consults with external organizations regarding best practices related to systems that support employee services including web-based employee services and HRIS services. Analyzes HRIS and transactional service requirements and consults with HR staff, IT, Finance, Payroll, IAP and university clients to identify, establish, monitor and administer systems and related procedures that maximize technology to support effective and efficient services.

15. Develops and delivers education and training programs on a variety of issues including HRIS/Payroll Banner applications. Leads implementation efforts where appropriate, developing and delivering education programs to Human Resources, IAP, IET and university staff on new technology.

16. Designs, develops and maintains the Human Resources web pages and maintains web system applications (i.e. Employee Self-Serve, SharePoint etc.)

17. Acts as backup for divisional security manager for HR and HRIS Human Resource Associate role.

18. Performs other related duties as assigned.

EDUCATION & EXPERIENCE

- Degree in business, human resources, information systems, finance or related discipline.
- Minimum 3 years' experience in a similar systems administration role involving systems optimization, integration, data integrity, and technology maintenance.
- Payroll and/or Human Resources experience in a unionized setting is an asset.
- Experience using Banner, PeopleSoft, Oracle or SAP systems preferred.
- Project management and/or system implementation experience an asset.
- Or combination of education/training and experience.

QUALIFICATIONS

- Superior computer skills with MS Office Suite
- Advanced working knowledge of database management and Excel applications.
- Demonstrated innovation and change management skills which include supporting and encouraging new ideas and approaches to build organizational efficiency
- Proven ability to be detail oriented with excellent analytical and problem solving and project management skills.
- Demonstrated knowledge of business process management and human resource planning and principles.
- A good understanding of general human resource policies and procedures, knowledge of employment labour and privacy laws preferred.
- Excellent analytical skills and attention to detail.
- Strong aptitude for problem-solving and sound judgement.
- Excellent communication skills including the ability to facilitate, negotiate and persuade others.
- Excellent organizational skills including the ability to prioritize workload to meet deadlines and manage multiple concurrent tasks.
- Must be process driven and solution oriented with a positive attitude.
- Highly customer service orientated, with the ability to create a positive and meaningful customer experience.
- Intercampus travel may be required, possession of a valid driver's license and access to a vehicle is preferred.