

Posting #24-146EM

HRIS Analyst Human Resources Regular, Full-time

Purpose

Reporting to the Associate Director, Human Resources (HR), the HRIS (Human Resources Information Systems) Analyst focuses on the long term strategic HRIS plan of the University, leading the continuous evaluation and evolution of the HRIS system. This position is integral to the operational and strategic long-term goals of the Human Resources department. The HRIS Analyst is a professional, cross-discipline team member that collaborates with all functions of HR to provide effective solutions to HRIS related functions.

The HRIS Analyst is responsible for acting as the HR Lead for in-progress or future HRIS system implementation, including continued testing and configuration, system optimization post go-live, coordination of cross-functional dependencies between different departments, as well as training other HR members, and the upkeep of procedure documentation. This position requires a keen understanding of HR processes, exceptional technical skills, and a commitment to optimizing system functionality to streamline workflows and improve data accuracy. This position acts as HRIS administrator, ensuring data integrity while maintaining system security and access. As an HRIS Analyst, you will provide subject matter expertise for day-to-day support and development of the HR System (HRIS) while working with teams across HR and Technology to ensure that the HRIS is optimized in its support of HR business processes, policies, and third-party integrations.

Responsibilities

Duties include but are not limited to:

- Acting as the senior go-to resource for all features and functionalities within assigned areas of the HRIS systems;
- Providing advisory support to end users, internal teams, and external partners;
- Analyzing and developing end-to-end workflows for new or modified functionalities;
- Maintaining comprehensive documentation of system configuration, business rules, and HRIS procedures;
- Identifying opportunities for process improvement and efficiency gains;
- Collaborating with IT to establish technical details related to business requirements and defects, prepare intake requests for system changes, developing test plans, scripts, cases, and performing system testing within assigned module(s);
- Staying informed about vendor releases, consulting with them to assess impact on custom configurations and integrations, and implementing new features in collaboration with IT and HR business;
- Leading the continuous evaluation and evolution of assigned modules for enhanced user experience; and
- Delivering advanced second-level technical support on HR system requests, defects, and issues.



Qualifications

The successful candidate will possess the following:

- Completion of bachelor's degree or diploma in Information Technology, Business Administration, Human Resources, or a related discipline;
- 3+ years' previous experience in system administration or analyst role;
- Demonstrated experience with HRIS platforms, including configuration, administration and reporting;
- Configuration expertise in HRIS, HRIS security, calculated fields, and custom reports;
- Knowledge of Human Resources policies, procedures, and processes including institutional reports;
- Proficient in analytical thinking, problem-solving, and prioritization, with strong attention to detail;
- Advanced analytical skills with ability to assess system-based customer requirements, analyze data, create reports that fully leverage HRIS capabilities, and identify the root cause of system problems;
- Proficiency with Microsoft Office Suite, particularly MS Excel; and
- Strong analytical and communication skills.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$65,000 to \$75,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see:

- <http://www.unbc.ca/human-resources/employee-benefits>
- <http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.



About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your cover letter, resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-146EM in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by July 30, 2024. Applications will be accepted until the position is filled.

