CITY OF HAMILTON

CITY MANAGER'S OFFICE
(HUMAN RESOURCES DIVISION – COMPENSATION, HR METRICS & INFORMATION SYSTEMS – LOCATION – 120 KING ST. W., 9th FLOOR)

HRMS (HUMAN RESOURCES MANAGEMENT SYSTEM) ANALYST

SUMMARY OF DUTIES

Reporting to the Manager HR Technology & Analytics, provides direct functional support to the Corporate Human Resources Management System to all core users, employees, decision makers and internal/external applicants. Involves developing, updating, maintaining, testing, troubleshooting, auditing and training to ensure efficient utilization of the HRMS.

GENERAL DUTIES

Implement new modules, provide input into the development of project concepts, scope, timelines, tasks and strategies.

Implement application upgrades and Maintenance Packs/bundles to Peoplesoft. Perform tests in delivered demo environment to identify functionality changes in upgrade application.

Participate in system fit/gap analysis to review various scenarios within the on-line application to demonstrate the degree of "fit or gap", prioritize into a "must have" versus "nice to have" grouping, identify and analyze options, and recommend what is within project scope versus out of scope.

Participate in evaluating responses to RFP's/RFQ's, interviewing and selecting consulting candidates.

Act as the lead functional contact and liaison between the technical team and key users during system upgrades.

Advise technical staff of new page design/layout/functionality required for various HR modules to ensure seamless changes.

Train HRMS users due to staff turnover, ad-hoc training requests, special projects. Design and develop user documentation manuals.

Provide day to day system maintenance. Run regular system audits and advise users of areas that need to be fixed or fix user data entry errors where users do not have the ability to fix their own errors.

Update foundation and supplementary tables due to collective agreement, legislative and other changes and advise technical staff of changes required to processes and reports.

Provide the ability for users to update the HRMS with mass data changes through an Application Engine process (Component Interface).

Develop and provide information and reports relating but not limited to job data, payroll, recruiting, attendance, position management, compensation, self service, WSIB, return to work.

Support and troubleshoot production problems for all HR modules (such as but not limited to: Attendance, Administer Workforce, Position Management, Benefits, Recruit, Employee and Applicant Self Service, Health and Safety), interfaces (from and to Peoplesoft), processes and reports, within the HRMS for core users, external applicants, and employee self service.

Provide product level support and advice on best practices, workarounds, new features and potential process changes to management, users (internal employees and external applicants to job postings) and technical staff.

Support Special Projects to implement system changes, new features and automated processes.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated level of expertise related to HRMS support, normally acquired by obtaining a University Degree or College Diploma in Computer Science or through a combination of education and relevant work experience.

2. Comprehensive knowledge and extensive experience working with PeopleSoft HRMS modules.

3. Progressively responsible and practical experience working in a Human Resources Department, preferably in a municipal environment.

4. Extensive experience upgrading relevant modules in PeopleSoft HRMS.

5. Previous experience configuring and implementing relevant modules in PeopleSoft HRMS.

6. Proficiency in Microsoft Word, Excel, Outlook, Adobe, web technology and Internet Explorer.

7. Previous experience and familiarity working with PeopleSoft technical tools (Security functionality, Application Engine processes, SQR (programmed reports), Application Designer, Report Manager, Query Manager, Query Analyzer and Process Scheduler.

8. Experience in working with common technologies such as FTP programs, relational databases, networking and web technologies.

9. Knowledge of current trends and practices within HRMS.

10. Highly developed analytical, technical, organizational and problem solving skills.

11. Knowledge of government legislation (ESA, MFIPPA) to ensure confidentiality of information.

12. Must be able to handle multiple changing priorities.

13. Excellent presentation, written and interpersonal skills to communicate effectively with all levels of City staff, external consultants and applicants.

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THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICE FOR THIS POSITION AND THE WORKPLACE