CITY OF HAMILTON

CITY MANAGER'S OFFICE
(HUMAN RESOURCES DIVISION –HR SYSTEMS AND OPERATIONS– LOCATION – 120 KING ST. W., 9th FLOOR)

HRMS (HUMAN RESOURCES MANAGEMENT SYSTEM)/RECORDS ANALYST

SUMMARY OF DUTIES

Reporting to the Manager, HR Technology and Analytics, this role provides functional support to the Corporate Human Resources Management System (HRMS) and HR Records function. The role provides direct HRMS support to end-users and is responsible for developing, updating, maintaining, testing, troubleshooting, and auditing to ensure efficient utilization of the HRMS. The role also directly supports the HR Records function to ensure the processing of employee transactions and related business processes are efficiently and consistently applied in accordance with Corporate and legislative requirements.

GENERAL DUTIES

Provide HR systems support and maintenance, including participation in troubleshooting and resolving day-to-day HRMS production issues.

Update HRMS foundation and supplementary tables to support Collective Agreement, legislative, and other changes.

Participate in the implementation of new HRMS modules to provide input into fit-gap analysis, scope, design, implementation, cut-over, go-live, and post-go-live maintenance strategies.

Participate in the application of HRMS technical updates including the comprehensive identification, documentation, and execution of test scenarios.

Participate in the design and development of HRMS/HR Records end-user and business process/technical documentation.

Support end-to-end implementation of HRMS/HR Records special projects and initiatives.

Provide support to the administrative processing of employee data, with particular focus on identifying, documenting, and implementing operational efficiencies.

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

QUALIFICATIONS

1. Demonstrated level of expertise related to HRMS/HR Records 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. Previous experience working with various PeopleSoft HRMS modules.

3. Progressive experience working in a Human Resources Department, preferably in a municipal environment.

4. Previous experience in supporting the implementation of PeopleSoft HRMS modules.

5. Previous experience in testing PeopleSoft HRMS configuration changes and upgrades.

6. Familiarity with PeopleSoft technical tools including SQR (programmed reports), Report Manager, Query Manager, Query Analyzer and Process Scheduler.

7. Proficiency in Microsoft Excel, Word, Outlook, and web technologies.

8. Highly developed analytical, technical, organizational and problem solving skills with a commitment to continuous improvement.

9. Demonstrated knowledge of government legislation (e.g. ESA, MFIPPA) to ensure confidentiality of information, and ability to understand and interpret Collective Agreements, Corporate Policies and Procedures.

10. Demonstrated ability to handle multiple and changing priorities.

11. 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