

**Town of Caledon**

***make a difference***



**Job Title: HRIS Analyst (Permanent Full Time)**

**Closing Date: May 15, 2022 (11:59PM)**

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

Reporting to the Team Lead, People Services Advisor; this position is responsible for ensuring data integrity of our employee data, analyzing labour related information and providing on-going support and maintenance of the Town's Human Resources (HRIS) system. As the HRIS Analyst, you will perform the following duties, including but not limited to:

- Act as the System lead in developing and providing direction to the maintenance, implementation, or upgrades of the HRIS system with a view of other areas impacting or being impacted by change.
- Develop and maintain training materials and support with user training sessions to support HRIS system demands.
- Develop and maintain data integrity standards using system audits and business process reviews.
- Audit and review the system framework that supports business processes. Prepare functional specifications in creating new reports and system enhancements.
- Capture data reporting requirements and test standard and ad hoc queries.
- Participate in development and implementation of HR initiatives.
- Maintain the confidentiality of our employee data.
- Support position management in the HRIS system by modifying positions, tracking employee movement in support with the Corporations organization design. Review existing and new positions in the system.
- Analyze data and statistics for trends (recruitment and retention).
- Implement relevant HR Metrics in order to determine the efficiency and impact of the workforce.
- Administrative back-up to the HRIS Associate and all other duties as assigned.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

## The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree/diploma in Human Resources or Business Administration or a closely related field. Our ideal candidate has minimum 2 years of HRIS Analyst experience using human resource management systems (HRIS). CHRP/CHRL is an asset.

The ideal candidate will have demonstrated ability to work as part of a team and independently. We are seeking an individual with superior Microsoft Windows and Microsoft Office skills, and excellent research, analytical, and problem-solving skills.

The successful candidate for HRIS Analyst will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$67,010.34 - \$80,895.32 plus a competitive benefit package.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

***New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.***

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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