
HR Business Analyst

Job Opening Id:	36177	# Required:	1
Business Unit:	Corporate Administration	Division:	Human Resources
Location:	Thorold, Ontario	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Temporary
Salary Grade:	5	Salary Range:	\$ 73,310 - \$ 86,250
Post Date:	2023-07-04	Close Date:	2023-07-17

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Please note that effective February 12, 2023 mandatory COVID-19 vaccinations are no longer required as per the Niagara Region's amended COVID-19 Vaccination Policy. As a result, you will not be required to submit verification of your vaccination status before starting employment with the Niagara Region. However, the Niagara Region continues to reserve the right to reintroduce vaccination requirements in the future if necessary to respond to changing public health advice and/or government direction. The Niagara Region continues to strongly encourage everyone to remain up-to-date with vaccinations.

Temporary Duration: Approximately 18 months

Job Summary

Reporting to the Associate Director, HR Operations and Systems, the HR Business Analyst is responsible for supporting the optimization of the EIS (Employee Information System) and application support for the other secondary technology systems specific to the HR department. This role will provide regular reporting and data, and manage routine and ad hoc system security and configuration changes.

Education

- Post-secondary degree/diploma in Business Administration, Computer Science or Human Resources.

Knowledge

- Minimum 5 years municipal experience with various ERP and HRIS applications required; with a preference to demonstrated experience with PeopleSoft, UKG Kronos, SSRS preferred.
- Minimum 5 years' general experience in HRIS reporting within an organization with multiple collective agreements preferred.
- CHRL, CPM, CBAP or similar designation preferred.
- Experience working in a human resources and/or payroll multi-union environment including with related policy and all legislation is required.
- Data compilation, reporting, analytics, trend and forecast analysis required
- Advanced proficiency in MS office tools, particularly advanced user in Excel
- Working knowledge of project management and lean methodologies
- Ability to develop and deliver functional user training sessions

Responsibilities

Provides HR system support activities, maintaining system updates and data, providing guidance to users in HR Department for technical processes with the integration of different applications, providing consultation and acting as a key HR systems internal support contact (40% of time)

- Manages HRIS changes, routine security and configuration changes are implemented.
- Updates and maintains required HRIS system configuration changes.
- Leads the daily maintenance of all systems
- Initial contact for HR application troubleshooting
- Assesses impacts of legislative, policy and collective agreement changes
- Makes recommendations on upgrades/improvements of current systems, leading the daily maintenance of all systems, and managing vendor support relationships.

Provides payroll back end and audit reporting for the purposes of submitting payments for source deductions, garnishments, general ledger reporting and reconciliations and other routine cyclical reporting and payment requirements. (25% of time)

- Supports the regular and ongoing needs on the back end of the regular payroll cycle to ensure all remittances and garnishments are identified, reported, reconciled and reimbursements completed.

Provides reporting and analysis support (25% of time)

- Supports, researches and answers multi-faceted queries, analysis and interpretation of the data to support leaders, operational decision makers, and stakeholders that are dependent on human capital data for core business deliverables.
- Provides human capital reports for corporate financial analysis, and/or that analyze and identify people trends, metrics, key performance indicators and compiles benchmark data for Human Resources to be leveraged in strategic decision making.
- Translates and communicates technical information to management, HR/ES and clients to support business decision-making.
- Audits various HRIS tables and related data entry to ensure required functionality and report capability is being met within the HRIS (i.e. Security Audits).
- Provides routine scheduled and ad hoc internal reports (i.e. SSRS, PeopleSoft queries, etc.) to analyze human capital and payroll related data for forecasting, benchmarking, trending, etc. as required.
- Maintains statistical data bases, generate reports and summaries as required.

Provide project support, executing project management steps, including project management documentation, charters, requirements, issues/risks logs and status reports (10% of time)

- Coordinates and supports project activities, providing back-up support to manager/Senior HR Business Analyst in planning, coordinating, communicating, and executing projects.
- Participates in decision-making processes that impact the execution of operations (i.e. collective agreements, negotiations, legislation changes, policy/procedure changes, etc.), providing operational expertise.
- Provides consultation on HR technical and operational impacts on projects that impact the delivery of HR services to the organization.
- Acts as a support/liaison in cross-departmental initiatives.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

To view the full job description and requirements, visit our Careers page - [Job Opening #36177](#)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!

Let us know why you would be an excellent team member by submitting your online application no later than **July 17, 2023** before midnight by visiting our 'Careers' page at www.niagararegion.ca . We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.