



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time HR Business Analyst

Posting Number: 004837

Department: Corporate and Finance Services Department

Branch: Human Resource Services

Location: City Hall

Posting Start Date: 2024/05/08

Posting End Date: 2024/05/21 by 4:30pm

Employment Group: Exempt

Salary Grade: N-\$88,119 - \$103,671 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Compensation, Benefits & HRIS, the HR Business Analyst is responsible for the configuration, optimization and maintenance of the Human Resources Information System (HRIS), regular and ad-hoc research, analysis, forecasting and reporting for the entire HR Branch. The HR Business Analyst assists with benchmarking and identifying best practices while making recommendations for innovation and change to processes in order to improve service delivery.

Responsibilities:

- Act as the Human Resource Information System (HRIS) lead and subject matter expert during the design, build, and implementation of the Human Capital Management (HCM) System, and post-implementation; provide HR system support, training, guidance and expertise to other users and stakeholders; manage HRIS changes to systems, data and reporting
- Design and disseminate reports on HR data points, including; new hires, terminations/turnover, leaves, retirements, transfers, headcount, time to fill, etc.; design and maintain dashboards for HR and Corporate use by collecting and summarizing reports and data; gather and manipulate complex data in MS Excel
- Conduct data analysis to interpret, manipulate, and analyze data ensuring data integrity and validity to identify people trends, benefit costing/usage, compensation, metrics, key performance indicators and compiles benchmark data for Human Resources to be leveraged in strategic decision-making
- Conduct research and compile results for analysis regarding comparator collective agreements, polices and legislative changes
- Project coordination and tracking for technical related HR projects
- Provide support and back-up to the HR Data Team and HR Branch

Requirements:

- Three (3) year College Diploma in Business Administration, Statistics, Commerce, Computer Science or Human Resources Management or related field, or an equivalent combination of relevant experience and education
- A minimum of five (5) years of relevant Analyst experience in Human Resources working with and maintaining an HRIS/HCM or similar software, or possess an equivalent combination of relevant experience and education
- Certification from International Institute of Business Analysis™ (IIBA®) or Microsoft Certified: Power BI Data Analyst Associate (or willing to obtain) and advanced skills in Excel and Microsoft Office; experience working with business intelligence (BI) tools and software is considered a strong asset
- Knowledge of human resources management practices and applicable legislation (e.g. ESA, Human Rights Code, and Collective Agreements) is an asset
- Experience in developing and maintaining dynamic dashboards using data visualization tools and simplifying complex data and information through creating and presenting reports, metrics and analytics
- Experience in Human Resources in the areas of compensation, benefits, ideally in a public sector environment, is considered a strong asset
- Strong customer service and interpersonal skills with the ability to communicate effectively with stakeholders
- Demonstrated expertise in research, analysis, and problem-solving, alongside a deep understanding of data analysis procedures and statistical techniques

Apply online at: <https://oshawa.jobs.net/en-CA/search>

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.