



## **HRIS Configuration Analyst**

Permanent, full-time – 35 hours per week

\$86,966.88 - \$108,708.60 / annum

### **Come work with us!**

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture.

- **Are you an HR professional who embraces the future of work?**
- **Are you a strategic thinker who loves being part of a high-performing team?**
- **Do you have a passion for public service and making a positive difference?**

The City of Leduc is transforming its Employee Services department into one that *delivers a 'City of Leduc' experience that inspires and empowers employees to thrive, celebrate and grow within our organization and strengthen our community.*

### **What is the opportunity?**

Reporting to the Manager, Total Rewards, the HRIS Configuration Analyst plays a pivotal role in managing, optimizing, and maintaining human resources information. Collaborating closely with subject matter experts in Employee Services (ES) and Corporate Information Technology (CIT), this position ensures the seamless operation and upkeep of our Human Resources systems, spanning across all Human Capital Management (HCM) modules within Workday and Intelex. In this role you will focus on maximizing system functionality, safeguarding data integrity, generating insightful reports and analytics, aiding in budgeting and forecasting for ES, and identifying areas for process enhancement through thorough analysis of process and data flows.

As an HRIS Configuration Analyst, you embody a commitment to excellence and accountability in all aspects of your work. Your leadership is demonstrated through your dedication to maintaining integrity and fostering a growth mindset within the team. With a keen eye for innovation, you continuously seek opportunities to enhance HR systems and processes, ensuring they align with organizational goals and effectively serve Leduc residents. Your proactive approach to staying informed about emerging people and culture trends reflects your understanding of the evolving nature of HR in today's dynamic landscape. By cultivating an inclusive and respectful environment, you promote collaboration and value diverse perspectives. Your strong communication skills and ability to navigate sensitive discussions make you a

trusted partner to stakeholders across the organization, placing their needs at the forefront of service delivery.

### **What will you do?**

- Work collaboratively with stakeholders to define application priorities and ensure that the highest value projects are prioritized through the appropriate process.
- Analyzes HRIS performance metrics, compiles data analysis reports and resolves application issues.
- Establish and maintain data integrity standards in systems by creating audit processes and queries to monitor data accuracy, running queries, analyzing data and working with stakeholders to increase awareness.
- Utilizes standard and advanced reporting and analytic tools to write, maintain and support a variety of reports, dashboards, visualization tools, or queries.
- Determine which new HCM enhancements and releases that may impact current processes and identify areas of optimization.
- Document and analyze business functions, processes, and workflows for applications, identifying HR business requirements to ensure that proposed solutions meet organizational needs.
- Assesses the performance of and value delivered by HR applications, evaluates enhancements that can be made, and provides recommendations for increasing value as business requirements change or as legislated by Council, Bylaws or Government.

### **What do you need to succeed?**

- Bachelor's degree with a specialization in Human Resources, Business, Management Information Systems, or related field.
- At least 5 years of progressive experience in HRIS configuration and analysis, including troubleshooting, system set up, test cases, including experience in cloud-based HR technology
- Proficiency in complex spreadsheet formulas.
- Understanding of database concepts, including data modelling, analysis, translation, presentation, and visualization.
- Familiarity with application requirements gathering design, development, configuration, integration, and implementation.
- Basic grasp of project management methodology and tools.
- Proven critical thinking, analytical, conceptual, and troubleshooting skills.
- Exceptional interpersonal, written, and verbal communication skills, enabling effective consultation with internal and external stakeholders at all levels and the preparation of clear, comprehensive reports and presentations.
- Capacity to conceptualize, synthesize and communicate ideas persuasively.
- Thorough knowledge of HR concepts, practices, process, and procedures.
- Able to apply relevant legislative, policy and union directives to payroll and benefits eligibility.

Preferred:

- Certifications in business analysis (CBAP), project management (CAPM, PMP or PRINCE2), business process improvement or change management (Prosci), would be assets.
- CPHR, Payroll Compliance Professional (PCP); National Payroll Institute, or Payroll Leadership Professional (PLP) would be an asset.
- Training and experience with platforms like Workday, Intelex, and Microsoft 365 suite.
- Background in project management, business analysis, and business modeling.
- General understanding of accounting principles and full-cycle payroll.
- Previous experience working in a unionized environment.

### **MyRewards@COL**

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Flexible work arrangements, including a hybrid work environment and participation in an attractive Earned Day Off program (up to 25 EDOs per calendar year)
- Starting at 3 weeks of vacation per year
- Safe office location in a park-like setting
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

The successful candidate must be willing to provide CRC at their own expense.

If this sounds like you, please apply through our website at [www.leduc.ca/careers](http://www.leduc.ca/careers)

Competition closes at **11:59 pm, June 23, 2024**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.