



Workday HR Systems Administrator (2 Year Contract) Corporate Services Department

Join our team as a Workday HR Systems Administrator

We are seeking a Workday HR Systems Administrator to play a key role in supporting the transformation and optimization of HR processes and services for the organization in a workplace where Investing in People has been identified as a strategic priority. Reporting to the Manager, HR Services, this new position will be responsible for supporting the optimization of the Town's HRIS (Human Resource Information System), Workday, and provides application technical support to the organization. In addition to day-to-day support, this role is responsible for maintaining the integrity of the system, leading the implementation of enhancements and new functionality/modules and continuous improvement initiatives.

Key Responsibilities Include:

- Provides support for the following Workday functional areas: Human Capital Management (HCM), Benefits, Absence, Compensation and Recruitment
- Performs Workday administrative functions including security maintenance, business process configuration, tenant configuration, data loads, integrations, and upgrades
- Creates technical configuration including business process workflow, custom fields, custom validations, custom reports, dashboards, integrations, and access rights
- Providing technical support for Workday users, troubleshoots system issues, and implements/configures resolutions that meet user requirements
- Leading or assisting in the identification, assessment and resolution of complex issues or system configuration
- Testing and auditing business processes, data integrity and application integration
- Ensuring data security, completeness, accuracy and confidentiality through management of system securities, access controls and validations.
- Assisting in the maintenance and enhancements of various modules/functionality such as human capital management (HCM), recruitment, compensation, benefits, absence or other applicable applications; includes modification of business processes and start-to-finish configuration, creation of calculated fields etc.
- Collaborating/coordinating with and supporting cross-functional areas in meeting system business requirements and maintaining an understanding of the interdependencies between system modules
- In consultation with the HR and Payroll/Finance teams, reviews and evaluates current HR systems, reporting, practices and processes and recommends improvements
- Collaborating with the system vendor and project team members in the design of new modules/functionality; responsibilities include full-cycle implementation activities
- Supporting the successful implementation of semi-annual releases to deliver new functionality and enhancements
- Developing and maintaining HRIS documentation, including system configuration and end-user documentation
- Leading the development of training and educational materials, including reference guides, FAQs, job aids, and other related documentation for new functions
- Educating internal teams on new system functionality
- Collaborates with HR team to develop workforce metrics and dashboards
- Developing, generating and analyzing system reports to support and evaluate data-driven decision-making;

standard, advanced, matrix and composite reports as well as creating complex calculated fields, custom objects, and worksheets.

- Liaise with Workday user community to access best practices.
- Providing support to HR staff in the administration of HRIS activities as required

Skills and Qualifications

- Post-secondary diploma/degree in Business, Human Resources, Information Technology or other relevant area of study
- Minimum of two (2) years experience leading or assisting with maintaining/implementing HRIS applications and experience in system configuration; experience working with Workday applications is preferred
- Workday ERP certifications in HCM and/or Report Writing is considered an asset.
- Highly developed analytical skills, strong technical aptitude and customer service skills, and attention to detail are essential to being successful in this role
- Solution oriented, excellent communication skills and the ability to learn new technology quickly through instruction and self-training
- Experience designing reports and analyzing data

What We Offer

This 2-year contract position is eligible for the following:

- Annual Salary Range: \$82,755 - \$103,443 (based on a 35-hour work week)
- Payment in Lieu of Benefits and eligibility to participate in the OMERS pension plan
- Paid time-off (vacation and incidental time)
- Hybrid work environment and flexible work arrangements, including eligibility to participate in the Town's compressed work-week program.

Interested applicants should apply online at www.milton.ca under the Employment Opportunities section. This role will be posted until it is filled.

If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.