

HRIS Analyst (Permanent, Full-Time) - (1755)

Close Date:

October 3, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Do you thrive in collaborative environments where your analytical skills make a tangible impact? The City of Kamloops has an exciting opportunity for an HRIS Analyst to leverage technology to improve HR and Payroll systems and processes.

Reporting to the Senior HRIS Analyst, the HRIS Analyst will play a critical role in maintaining and optimizing our internal HRIS (Human Resources Information System). You'll work closely with our HR and Payroll teams to ensure data accuracy, improve system functionality, support reporting needs, and contribute to projects that enhance the overall employee experience. This role is ideal for someone who enjoys being the technical expert behind people-focused systems and can bridge the gap between HR operations and technology.

This opportunity is in the amazing city of Kamloops which offers the perfect balance of career growth and quality of life. Nestled in the heart of British Columbia's stunning interior, Kamloops is known for its mild climate, outdoor adventure, and vibrant community. Whether you enjoy hiking, biking, skiing, or golfing, Kamloops has something for every outdoor enthusiast—right at your doorstep. With short commutes, friendly neighborhoods, and a lower cost of living compared to major urban centres, Kamloops makes it easy to find your work-life balance.

Join a team that values innovation, collaboration, and continuous improvement—all while enjoying the unique lifestyle Kamloops has to offer.

The successful candidate must have the following qualifications:

1. Completion of a post-secondary degree in Information Technology, Accounting, Finance, Business, or related field.
2. One to three years' previous experience working with an HRIS in a related industry or unionized environment, that includes implementation, integration, and configuration of electronic applications and software programs, business and data process analysis.
3. Strong interpersonal and communication skills to implement HR system capabilities, consult with interest holders, create training material, and train users.
4. Demonstrated experience in documenting processes, as well as performing diagnostic tests and audits.



This is a management position with a salary of \$87,861.15 and includes a comprehensive benefits package. Along with these benefits, the City provides access to fitness facilities, various instructed programs, and community volunteer/engagement opportunities. For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check.

Annual Salary

\$87,861.15

Hours & Days of Work

Monday - Friday 8:00 AM - 4:00 PM or 8:30 AM - 4:30 PM

Hours per Week

37.5

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.