

## **Business Analyst I (Temporary, Full-Time) - 1800**

### **Close Date:**

December 5, 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**

Our HR team is excited to continue furthering our HRIS system by adding a temporary, full-time Business Analyst! This opportunity will take our currently implemented HRIS system and work collaboratively to add more modules and increase the effectiveness of the system.

Reporting to the Senior HRIS Analyst, the Business Analyst will play a critical role in further establishing our HRIS beyond its current state. You will work closely with internal parties to gather requirements, document process flows, understand and improve end user experience, and much more with the goal of continuous improvement and offering more to our internal staff! 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 progression, 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, Business, Sciences, or Engineering.
2. Completion of a minimum of one course that is recognized in an accredited Business Analysis Certificate program.
3. Minimum one year's previous experience in Business Analysis with implementation and configuration or usage of enterprise-class systems.

Please note, this Business Analyst I posting coincides with a posting for a fully qualified Business Analyst II (1801). Our preference is to hire a fully qualified Business Analyst II. However, if there are no candidates deemed fully qualified, candidates for this Business Analyst I posting will be considered.

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. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

This is a temporary position until approximately October 29, 2027.

**Hourly Rate**

\$ 47.942

**Hours & Days of Work**

Monday - Friday: 8:00 AM - 4:00 PM (summer) 8:30 AM - 4:30 PM (winter)

**Hours per Week**

35

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](mailto: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](http://kamloops.ca/careers).