

HRIS ANALYST (SUCCESSFACTORS PROJECT)

2026-041 | Temporary Full Time

People and Culture | West Building



Are you a detail-oriented HRIS professional with experience supporting full lifecycle HR system implementations? We are seeking an HRIS Analyst to join our team with a specific focus on supporting the end-to-end implementation of SAP SuccessFactors. Our HRIS Analyst position might be just what you're looking for!

Reporting to the Manager, Compensation, HRIS and Benefits, the HRIS Analyst will support the implementation of SAP SuccessFactors from design through testing and go-live. Working closely with IT, Payroll and implementation partners, the Analyst will ensure system functionality aligns with business requirements and that HR and benefits processes are accurately configured and tested. Responsibilities include participating in design workshops, developing and executing test cases, documenting and tracking defects, validating HR master data and benefits calculations, and supporting end-user training and documentation. The role will also support HRIS and Benefits by validating data and ensuring system accuracy in preparation for the new system implementation. Performs related work as required.

Qualifications

Qualifications include a diploma or certificate in Human Resources, supplemented by coursework in related software applications, along with a minimum of three years' related experience—preferably five or more—in human resources or payroll data processing within a major online HR/payroll system environment. Experience supporting system testing or implementation, particularly SAP SuccessFactors, is a must. The role requires a strong understanding of HRIS platforms, with specific knowledge of SAP functionality, as well as departmental policies, collective agreements, and benefit-related procedures. Candidates must be able to perform a variety of technical HR tasks under established guidelines, including interpreting and applying the terms of collective agreements, and must demonstrate sound judgment, tact, and discretion when handling confidential data. A strong command of business English, spelling, grammar, and arithmetic, combined with superior clerical aptitude and proficiency in modern office software, is essential. Additionally, familiarity with the operations of related departments, such as payroll and finance, and the ability to work independently while effectively managing competing priorities will contribute to success in this role. Experience with UAT processes, test documentation, and cross-functional collaboration during system implementations is required.

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Annual Salary	\$94,142	\$98,306	\$102,452	\$106,597	\$110,761

This is a Temporary Full Time opportunity until December 31, 2026 with possibility of extension.

Please submit your application no later than **Friday, February 13, 2026**.

*Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview. Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online at www.burnaby.ca/careers. We thank all applicants for their interest; however, only those considered for an interview will be contacted.*

We respectfully acknowledge that the City of Burnaby is located on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), səliłwətaʔ (Tsleil-Waututh), and kʷikʷəłəm Peoples (Kwkwetlem). Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city. We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years. We are grateful to be on this territory as we dedicate ourselves to creating an inclusive and diverse workforce that reflects our vibrant community and welcomes applicants of all backgrounds, genders, ages, ethnicities, abilities, sexual orientations, and life experiences.

Reference: 50012227



COMMUNITY | INTEGRITY | RESPECT | INNOVATION | PASSION

