

**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



IT Application Analyst 3 – HCM Systems

WHY WORK FOR THE CITY OF SURREY

Surrey is one of Canada's fastest-growing cities and a recognized leader in building vibrant, sustainable communities through technology and innovation. Our people are inspired by meaningful work and the chance to drive our city, and their careers, forward.

Build a City. Build a Future at the City of Surrey.

WHY JOIN SURREY IT

Our IT department is modernizing how a growing city delivers services, and we invest in our people, including hands-on learning with new tools like AI. You will join Business Applications, a collaborative team of analysts and developers supporting the City's core systems during a period of major modernization.

ABOUT THE ROLE

Reporting to the IT Business Applications and Integrations Manager, the IT Application Analyst 3 - HCM Systems supports the City's Human Capital Management portfolio. The focus is HRIS and Payroll within the Peoplesoft platform, with broader scope across other HCM platforms such as workforce management and employee experience. You will partner with HR, Payroll and other stakeholders to keep employees paid accurately, on time and help shape the City's HCM platforms.

WHAT YOU WILL DO

In this role, you will:

- Configure, maintain, enhance, and support the City's HRIS, Payroll and related HCM modules.
- Partner with HR, Payroll, Finance, and other stakeholders to understand needs, deliver solutions, and communicate progress, issues, and risks.
- Investigate and resolve complex application, data, reporting, and integration issues keeping systems reliable and payroll on track.
- Support upgrades, patches, regulatory and tax updates, and other application lifecycle activities.
- Develop and maintain system interfaces, data exchanges, queries, reports, and related technical components.
- Work within the PeopleSoft application team to share knowledge, mentor, and drive continuous improvement.
- Recommend process and system improvements that strengthen service delivery, data quality, and the employee experience.
- Help shape the City's HCM modernization, from requirements and solution evaluation through implementation and data migration.

WHAT YOU BRING

- A degree in a related field from a recognized institution plus four years of related experience, or an acceptable equivalent combination of education and experience.

Related experience includes:

- Hands-on experience configuring and supporting enterprise HRIS and Payroll applications; experience with other HCM modules such as workforce management is an asset.
- Strong knowledge of HR and payroll processes, including payroll processing, deductions, benefits, compensation, and statutory compliance.
- Experience supporting PeopleSoft HCM and Payroll is preferred, including PeopleTools, PeopleCode, Application Engine, Integration Broker, SQR, or PS Query.
- Proven experience with Oracle databases, SQL, and PL/SQL, including querying, data analysis, troubleshooting, and performance tuning.

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Experience with integrations and data exchange, such as APIs, web services, ETL, flat files, and XML.

- Experience developing operational, audit, reconciliation, and compliance reports.
- Experience with upgrades, testing, implementations, data conversion, or system modernization.
- Experience with Agile, Waterfall, or hybrid delivery practices and tools such as Git and Azure DevOps.
- Experience with cloud HCM platforms such as Workday, Oracle Cloud HCM, Dayforce, or UKG is an asset.
- Municipal, public-sector, or unionized payroll experience is an asset.
- Excellent analytical, problem-solving, communication, and judgement skills, with the ability to manage competing priorities and deadlines.
- Completion of a Police Information Check.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

OTHER INFORMATION

Number of Job Openings: 1

Pay Steps	Hourly Rate
Step 1	\$59.84
Step 2 (6 Months)	\$62.56
Step 3 (18 Months)	\$65.15
Step 4 (30 Months)	\$67.86

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7383.

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