



# EXTERNAL Job Postings

## Job Description

### HRIS Analyst

<b>Requisition No:</b>	01746
<b>Posting Date:</b>	11-02-2022
<b>Posting End Date:</b>	11-30-2022
<b>Region:</b>	Toronto
<b>Schedule:</b>	Full Time
<b>Duration:</b>	Permanent
<b>Location:</b>	Isabella Street
<b>Expected Hires:</b>	1
<b>Minimum Salary:</b>	\$80,206.00
<b>Maximum Salary:</b>	\$94,985.00
<b>Employee Type:</b>	Non-union
<b>Hours per Week:</b>	35
<b>Contract Length:</b>	
<b>Team:</b>	Staffing and Systems
<b>Branch:</b>	Human Resources

## POSITION

### HUMAN RESOURCES INFORMATION SYSTEMS ANALYST HUMAN RESOURCES

The HRIS Analyst supports optimization activities and advancement of the Human Resources information system. Day to day activities involves providing system support, data management, preparation of reports, process development, project work and maintenance of the VIP HRIS and other Human Resources related systems as required.

## MAJOR RESPONSIBILITIES

1. Administers the HRIS and any other systems as required by managing the data collection, maintenance, security and integrity of the systems
2. Liaises between the Human Resources functional user groups and other stakeholders to help define, analyse and validate functional business requirements and be able to translate those requirements into system solutions that are efficient and effective
3. Manages implementation, enhancements and configuration projects with solid project management skills, according to new or changing business requirements and optimization initiatives
4. Accountable for testing of system configuration changes, fixes and new release updates. This involves the understanding of complex system requirements and a thorough analysis of results
5. Identifies and creates analytics, reports and dashboards
6. Creates and runs standard and complex queries to satisfy both scheduled and ad hoc user reporting requirements
7. Responsible for analysis, entry and verification of all necessary information to ensure organizational structure and job/position attributes in the system are correct
8. Creates functional specifications for application interfaces and data conversion
9. Works collaboratively with other stakeholders to transform, develop and maintain HRIS functionality
10. Builds and maintains plans for enhancements, and identify additional functionality by taking advantage of new capabilities as they are released
11. Chairs weekly change management meetings, addressing the list of issues/future opportunities
12. Proposes improvement to HRIS processes to enhance the effectiveness of HR services and operations. Develops/collaborates on templates, tools, guidelines, and process documentation used by the HR Team and/or internal clients to facilitate more efficient or streamlined processes.
13. Works collaboratively with HR Team to support annual or recurring HRIS activities such as entitlement renewals.
14. Acts as a backup to the HR Advisors and processes HR/payroll changes in HRIS
15. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
16. Uses sound judgment in consideration of financial resources
17. Complies with Society's financial policies and procedures

18. Incidental overtime required
19. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
20. Other duties as required

## QUALIFICATIONS

### **Education and Experience**

- Bachelor degree or Diploma in Information Technology, Business Administration or Human Resources or equivalent work experience
- A minimum of 3 years' functional analyst experience with integrated HRIS system

### **Knowledge and Skills**

- Significant experience in HRIS software design and implementation
- Solid understanding of core HR processes including Compensation, Benefits, Payroll, Performance Appraisal and Management, On-boarding & Off-boarding, Recruitment, Time and Absence Management
- Able to demonstrate a strong understanding of integration points between HR, Payroll and external vendors
- Strong attention to detail, a high degree of accuracy and the ability to communicate effectively, confidentially and professionally
- Demonstrated competency in statistical analysis and problem-solving
- Demonstrated ability in using MS Office applications (Outlook, Word, Excel, Visio and PowerPoint) with advanced skills in MS Excel functions
- Experience writing HRIS reports using SQL or BI reporting
- Ability to identify needs and opportunities to use technology to add value
- Ability to train HR functional users with the system and related products
- Strong written, verbal and presentation skills
- Able to prioritize work, multi-task and adapt to changing priorities in a high volume team environment

## OTHER INFORMATION

### **Accommodation at CAST**

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

### **Equity Hiring Strategy and Application Process**

The Children's Aid Society of Toronto (CAS of Toronto) is committed to building a skilled workforce that reflects the population of Toronto as well as the diverse communities we serve. For this specific career opportunity to support our Equity Hiring Strategy, CAS of Toronto is inviting applications from qualified individuals who self-identify as being part of one or more of the following under-represented groups:

- racialized (visible minority)
- 2SLGBTQ+
- persons with disabilities

This initiative is deemed to be a Special Program under the Ontario Human Rights Code.

During the online application process, applicants will have the opportunity to complete the Employment Equity questionnaire, to indicate if they self-identify as being part of one or more of the above under-represented groups. Answering the questionnaire is voluntary and all responses will be kept confidential and used only for the purposes outlined in this program. If the questionnaire is not completed by an applicant, they will not be considered as being from an equity seeking group.

The information collected will help us identify qualified applicants from the listed under-represented groups for this specific opportunity as part of our Equity Hiring Strategy. In addition, information provided will be used to understand the diversity of candidates that apply to roles within CAS of Toronto. A summary of the responses to this questionnaire will be used to help assess application trends and inform the development of enhanced and future recruitment programs which are equitable and accessible.

Qualified applicants who are interested in this opportunity can apply for position by submitting their application consisting of a cover letter and resume at <https://www.torontocas.ca/careers> , fax (416-324-2400), or mail (30 Isabella Street, 5th Floor) to the attention of Human Resources.

Applications must be received in the Human Resources Department, **NO LATER THAN 11:59 PM on WEDNESDAY NOVEMBER 30, 2022.**

**\*\*\*All newly hired Children's Aid Society of Toronto employees are required to be fully vaccinated against Covid-19 as a condition of hire\*\*\***