

Job Title:	HR Business Analyst	Union Group	Non-Union
Job Opening Id:	39884	# Required:	1
Business Unit:	Corporate Administration	Division:	Human Resources
Location:	Headquarters Campbell West	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Temporary
Salary Grade:	5	Salary Range:	\$74,780.00 - \$87,980.00
Post Date:	2024-08-22	Close Date:	2024-09-04
Approximate Duration: 18 months			

About Us

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements including hybrid work arrangements to support better work-life balance for our employees. Where operational needs align, and while ensuring business requirements and customer service expectations are achieved, employees may have an opportunity to work within a hybrid model, combining working from home and working in the office.

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, Diversity, Equity and Inclusion - Niagara Region, Ontario or email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

For the Region's full employee equity statement, Working at Niagara Region - Niagara Region, Ontario.

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

Job Summary

Reporting to the Associate Director, HR Operations and Systems, the HR Business Analyst is responsible for supporting the optimization of the EIS (Employee Information System) and application support for the other secondary technology systems specific to the HR department. This role will provide regular reporting and data, and manage routine and ad hoc system security and configuration changes.

Education

- Post-secondary degree/diploma in Business Administration, Computer Science or Human Resources.

Knowledge

- Minimum 5 years municipal experience with various ERP and HRIS applications required; with a preference to demonstrated experience with PeopleSoft, UKG Kronos, SSRS preferred.
- Minimum 5 years' general experience in HRIS reporting within an organization with multiple collective agreements preferred.
- CHRL, CPM, CBAP or similar designation preferred.
- Experience working in a human resources and/or payroll multi-union environment including with related policy and all legislation is required.
- Data compilation, reporting, analytics, trend and forecast analysis required
- Advanced proficiency in MS office tools, particularly advanced user in Excel
- Working knowledge of project management and lean methodologies
- Ability to develop and deliver functional user training sessions

Responsibilities

Provides HR system support activities, maintaining system updates and data, providing guidance to users in HR Department for technical processes with the integration of different applications, providing consultation and acting as a key HR systems internal support contact (40% of time)

- Manages HRIS changes, routine security and configuration changes are implemented.
- Updates and maintains required HRIS system configuration changes.
- Leads the daily maintenance of all systems
- Initial contact for HR application troubleshooting
- Assesses impacts of legislative, policy and collective agreement changes
- Makes recommendations on upgrades/improvements of current systems, leading the daily maintenance of all systems, and managing vendor support relationships.

Provides payroll back end and audit reporting for the purposes of submitting payments for source deductions, garnishments, general ledger reporting and reconciliations and other routine cyclical reporting and payment requirements. (25% of time)

- Supports the regular and ongoing needs on the back end of the regular payroll cycle to ensure all remittances and garnishments are identified, reported, reconciled and reimbursements completed.

Provides reporting and analysis support (25% of time).

- Supports, researches and answers multi-faceted queries, analysis and interpretation of the data to support leaders, operational decision makers, and stakeholders that are dependent on human capital data for core business deliverables.
- Provides human capital reports for corporate financial analysis, and/or that analyze and identify people trends, metrics, key performance indicators and compiles benchmark data for Human Resources to be leveraged in strategic decision making.
- Translates and communicates technical information to management, HR/ES and clients to support business decision-making.
- Audits various HRIS tables and related data entry to ensure required functionality and report capability is being met within the HRIS (i.e. Security Audits).
- Provides routine scheduled and ad hoc internal reports (i.e. SSRS, PeopleSoft queries, etc.) to analyze human capital and payroll related data for forecasting, benchmarking, trending, etc. as required.
- Maintains statistical data bases, generate reports and summaries as required.

Provide project support, executing project management steps, including project management documentation, charters, requirements, issues/risks logs and status reports (10% of time).

- Coordinates and supports project activities, providing back-up support to manager/Senior HR Business Analyst in planning, coordinating, communicating, and executing projects.
- Participates in decision-making processes that impact the execution of operations (i.e. collective agreements, negotiations, legislation changes, policy/procedure changes, etc.), providing operational expertise.
- Provides consultation on HR technical and operational impacts on projects that impact the delivery of HR services to the organization.
- Acts as a support/liaison in cross-departmental initiatives.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

To view the full job description and requirements, visit our Careers page - **Job Opening # 39884**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges...today!

Let us know why you would be an excellent team member by submitting your online application **no later than September 4, 2024**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON, L2V 4T7 – Human Resources Department

APPLY HERE:

https://careers.niagararegion.ca/psp/careers/EMPLOYEE/PSFT_HR/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1002&JobOpeningId=39884&PostingSeq=1