

# POSTING



## HUMAN RESOURCES ANALYST Permanent Full Time (35 hours per week)

### Human Resources Department

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The incumbent is a key member within the People and Culture Team, supporting the HRIS, Payroll, Time and Attendance, ATS and the LMS systems (HR Systems) associated with the collection, retrieval, accessibility and usage of employee information. This role provides (local) HR systems support, to ensure data integrity, system functionality and effective/efficient delivery of People data by identifying, troubleshooting and resolving issues and providing HR Systems training support for accurate functionality within the HR Systems and applications.

The role will focus on enhancing data integrity, analysis and accurate reporting of HR metrics to inform data-driven decision-making, collaborating on system upgrades or recommending improvements to systems, processes and procedures. Additionally, this role will participate in system testing, compliance audits, field training and support senior HR team members in executing special projects and program implementations that impact (or are driven by) system functionality.

#### QUALIFICATIONS

##### Education, Training, and Experience:

- Undergraduate degree in related field with 3-5 years of HRIS experience, ADP, PayWorks or UltiPro
- CHRP designation
- Advanced proficiency with Excel (VLOOKUP, What-if, Pivot Tables) and spreadsheet analysis
- Intermediate proficiency with PowerPoint to produce accurate and effective presentations and reports to various internal stakeholders

##### Job Skills and Abilities:

- Intermediate knowledge of legislation, rules and regulations affecting employment, including employment standards, WorkSafe BC and Employment Insurance, etc.
- Proven time management, analytical and organizational skills.
- Proficiency in written, oral and interpersonal communications.
- Service-oriented mindset and the ability to be both pro-active and responsive to stakeholder inquiries.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities and manage multiple tasks.
- Ability to identify sensitive issues and maintain confidentiality.

\* An eligibility list will be maintained for up to 6 months.

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 06/23/2020

OCS Posting #:A21565

**CLOSING DATE:** Resumes will be reviewed starting June 30, 2020 but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** The Human Resources Team  
Options Community Services Society

Email: [recruitment@options.bc.ca](mailto:recruitment@options.bc.ca)

**No phone calls please.**

**Please include a cover letter clearly indicating the posting number [#A21565] and outlining your qualifications and related experience for the position.**