#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Human Resources Systems Analyst

**Job Number:** X-458 | VIP: 1962

**Band:** EXEMPT-5

**Department:** Human Resources

**Supervisor Title:** Manager, Human Resources

**Last Reviewed:**  December 6, 2023

#### **Job Purpose:**

Reporting to the Manager, Human Resources, this position is the technical subject-matter-expert of the University’s Human Resources Information System (HRIS) and is responsible for the effective implementation of the HRIS, and on-going system needs. This position will focus on the integration between the HRIS and other university systems, ensuring effective workflow processes, identifying system improvements, configuration and testing, end-user training, communications/process documentation, and post-implementation support to optimize the HRIS and improve HR business processes at the University.

#### Key Activities:

1. Acts as the primary user and subject-matter-expert (SME) of the University’s HRIS system.
2. Collaborates with members of the Human Resources and Information Technology teams to bridge the gap between technical and functional requirements by understanding business needs, assessing system workflows, and identifying system improvements.
3. Supports the on-going development and implementation of changes and improvements to the HRIS, including building processes and workflows to support effective processes across the University.
4. Oversees system updates/upgrades and coordinates with HR and IT on technical issues.
5. Thoroughly tests configurations of all new work orders, workflows, processes, and system updates, ensuring all impacts are addressed.
6. Develops detailed process documentation, including end-user, SME and administrator instructional materials.
7. Prepares communications, updates HRIS website, and delivers end-user, SME and administrator system training; continues to provide post-implementation support.
8. Conducts data analysis and develops various complex system reports and HR metrics to support strategic HR decision-making in the areas of Payroll, Benefits, Labour Relations, Recruitment, Compensation, Health & Safety, Equity, Diversity & Inclusion etc.
9. Ensures the integrity of the HRIS data by conducting system audits and reconciling discrepancies with other areas to ensure data accuracy.
10. Seeks opportunities to automate HR processes through the HRIS, aligning with the university’s sustainability initiatives, including moving from paper files to electronic records.
11. Proactively explores, evaluates, recommends, designs, and configurates new features, and functionalities of new modules in the HRIS that support the universities goals.

#### Education Required:

* Honours Degree (4 year) in a related field, such as Business Administration, Human Resources or Computer Science; CHRL designation preferred.

#### Experience/Qualifications Required:

* Five (5)+ years’ in Human Resources, including technical experience implementing HRIS.
* Strong understanding of HR processes and data, including payroll, recruitment, performance management, labour relations, benefits, compensation, and HR metrics.
* High level of attention to detail, accuracy, and confidentiality required.
* Strong communication skills, both written and verbal.
* Strong client service skills.
* Demonstrated tact, diplomacy, and objectivity.
* Ability to work under minimum supervision and as part of a team.
* Proficiency in the use of MS Office required, including advanced skills such as formulas, Pivot Tables, exports/imports, etc.
* Ability to multi-task with proven organizational skills.