

Class No.:	Admin
Original Date:	October 9, 2024
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## **JOB DESCRIPTION**

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### **Human Resources Information System Manager**

#### **NATURE AND SCOPE OF WORK**

The Human Resources Information System (HRIS) Manager supports the Director with expertise on developing and optimizing the HRIS strategy and roadmap, ensuring alignment with the overall human resources strategy and the University's current and future organizational needs. With supervisory responsibilities for reporting team member(s), the HRIS Manager is also involved in recruitment and selection, training, development and performance management of staff. In collaboration with the Digital Technology Services (DTS) department, the HRIS Manager handles higher-level inquiries related to configurations, enhancements, upgrades, implementations and other related projects.

#### **ILLUSTRATIVE EXAMPLES OF DUTIES**

- Lead optimization of HRIS operations and services, including testing and upgrading as appropriate
- Develop, implement and streamline policies, processes and best practices
- Oversee system maintenance and administration and ensures HRIS system and data integrity
- Act as a point of escalated support for system configuration issues, troubleshooting and resolving system issues
- Identify opportunities for process automation and efficiency improvements within HR functions
- Establish customer standards and practices, ensuring a high level of customer response is maintained
- Recommend and implement best practices for HRIS usage to enhance user experience and system effectiveness
- Lead assessment of data, statistics, metrics, costing and other reporting requirements, involving collaboration with HR and other business leaders and stakeholders.
- Oversee delivery of integrated HRIS solutions that fully leverage system functionality to address business needs.
- Oversee the development and creation of standard and ad-hoc reports to support HR operations and decision-making.
- Analyze HR data trends to provide insights and recommendations for process improvements.
- Ensure compliance with reporting requirements and maintain records for audits.
- Lead and engage in delivery of training and advice to HR staff and other HRIS users across the University, ensuring a clear understanding of system capabilities and all related policies, practices, procedures and standards.

- Develop user guides and documentation to assist in system usage and troubleshooting as required.
- Collaborate with various stakeholders to ensure the university's HR systems are compliant with relevant legal and regulatory policies, including data privacy and security requirements.
- Conduct regular audits of HRIS data and processes to ensure compliance and accuracy.
- Implement and enforce security measures to protect sensitive employee data
- Plan, schedule, direct, evaluate, and supervise the work of reporting staff. In consultation with People Culture and Diversity department, administer the collective agreement in relation to support staff, including exercising hiring authority, disciplining as applicable, authorizing overtime, reviewing requests for leaves and other similar requests, and representing management where required in the grievance process
- Performs other duties as assigned

### **REQUIRED TRAINING AND EXPERIENCE**

- Completion of a Bachelor's degree in Information Technology, Business Administration, or a related discipline
- Minimum seven years of experience in HRIS management, system administration, with a strong understanding of HR processes and data management
- An equivalent combination of education and experience may be considered

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Demonstrated proficiency with HRIS software, specifically, Workday
- System implementation and integration experience
- Strong analytical skills with the ability to interpret complex data and generate actionable insights
- Excellent problem-solving skills and attention to detail
- Strong communication and interpersonal skills, with the ability to collaborate with and support diverse user groups
- Experience managing HRIS projects and working with cross-functional teams.
- Knowledge of data privacy laws and compliance requirements