

1. Position No. 80191	2. Descriptive Working Title HR Systems Analyst	3. Present Classification Excluded Mgmt	
4. Branch Human Resources	5. Department HR Systems	6. Proposed Classification	Date Revised Aug 2019, Nov 2020
7. Position No. of Supervisor 80735	8. Descriptive Work Title of Supervisor Director, HR Systems	9. Classification of Supervisor Excluded Mgmt	

SCOPE OF THE ORGANIZATION

The British Columbia Housing Management Commission (BC Housing) is a crown agency of the provincial government and is responsible for delivering a range of housing programs for British Columbians. BC Housing works in partnership with the private, non-profit and co-operative sectors, Indigenous communities, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. New housing is created across the housing continuum, from supportive housing for the homeless to affordable rental and owner-purchased housing for middle income British Columbians. BC Housing also has responsibilities related to licensing of residential builders, home warranty insurance, and research and education to improve the quality of residential construction and consumer protection. BC Housing’s annual budget in 2020/21 is \$1.6 billion, with approximately 117,616 households benefitting from affordable housing programs in over 300 communities across the province.

In delivering on our strategic direction and mandate, BC Housing is also committed to working in partnership with Indigenous peoples to embrace and implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada (TRC): Calls to Action. BC Housing is also committed to taking action towards the goals of equity, diversity, inclusion and belonging in the work we do, involving employees, our partners and the people we serve through our programs and services. BC Housing’s commitment to sustainability is reflected in our livegreen Housing Sustainability plan.

Human Resources leads the development and implementation of human resources and labour relations strategies, plans and programs to attract, engage, motivate and retain employees in support of the Commission’s goals and objectives. The Branch provides leadership to the CEO and Executive regarding the incorporation of HR strategies into business planning and operations and provides advice in the management and resolution of human resources issues. The Branch is responsible for strategic HR planning, employee engagement, organizational development and performance management, and the full range of human resources services including, HRIS, policy development and implementation, recruitment, employee relations, organizational design and compensation, occupational health and safety, wellness, reward and recognition programs. The Branch negotiates collective agreements with the unions, manages union/management relationships and issues, and represents the Commission in arbitration, grievance and appeal hearings. The Branch is also responsible for payroll and leave administration and HRIS management, operations and reporting.

POSITION SUMMARY

Reporting to the Director HR Systems, the HR Systems Analyst is responsible for providing support for existing HR applications, using both technical systems knowledge and functional HR knowledge to maximize the usage of the PeopleSoft Talent Management System, providing point-of-contact for system issues and problem resolution, and conducting system training for users. He/she/they gathers business requirements, conducts feasibility/impact analyses on HR applications and ensures processes, services and technology solutions are maintained to meet the business needs of the Branch.

MAJOR RESPONSIBILITIES

1. Collaborates with the Director, HR Systems in developing and recommending a long-term business systems strategy to ensure that business systems and processes support key business objectives and service levels, comply with the

- organization's vision, policies and strategic direction and integrate with other corporate systems to improve strategic and operational decision-making.
2. Facilitates working group sessions to identify long and short term HR application enhancements, problems and issues, and translates these into actions and plans for presentation to the HR Management Team.
 3. Undertakes feasibility, risk assessment, impact and cost-benefit studies to maximize or enhance the utilization of existing HR applications to improve overall service delivery and ensure achievement of business objectives. Assesses and advises on increased efficiencies and organizational impacts for various HR application options including impacts on staffing resources, customer services, capital costs and training/educational requirements.
 4. Leads and manages small to medium sized, non-systems projects or participates as a key resource in IT system projects, including the co-ordination of project team members assigned from the business area; works collaboratively with IT to triage and assess requests from the department, schedule PeopleSoft patches and service packs and to resolve functional design issues of HR applications, conducts quality assurance testing and monitors progress to ensure requirements and deadlines are met.
 5. Collects system enhancement, reporting, application development, and data extract requests. Analyzes requests, provides cost-benefit and impact analysis and produces Application Requirements documents for sign-off. Assists IT with the development of detailed technical requirements and resulting specifications. Coordinates privacy reviews, quality assurance, user acceptance testing, documentation and signoff on resulting work.
 6. Develops and/or coordinates the development of technical specifications and requirements for new reports, systems or enhancements, utilizing process and data modeling techniques; acts as the link between the detailed business requirements and the application implementation/development and technical support teams.
 7. Designs, develops and runs reports to support business needs and ensure data quality and integrity are maintained on the PeopleSoft TMS application. Advises users of data quality issues. Administers user security in the application. Provides analysis and development of security requirements and processes. Maintains data security tables in the application
 8. Provides consultation, advice and technical support to managers and employees within HR and throughout the Commission in articulating their HR Information Management/Technology requirements and ensuring their effective utilization of the core business systems; provides advice regarding HR/IT opportunities, trade-offs and broader issues arising from automating manual processes and/or changing information technologies.
 9. Identifies, plans for and delivers HR applications training, provides ongoing user support and ensures systems are functioning effectively. Provides first level support for system users and coordinates the escalation of problems to the Director HR Strategic Business Solutions and IT as appropriate.
 10. Co-ordinates the preparation of documentation and maintains application manuals, test cases, test scripts, user training materials, process diagrams and other related documentation.
 11. Participates on and/or provides HR applications guidance and expertise to working groups, committees and project teams with respect to the establishment of Branch and project objectives, business case preparation, gap and cost/benefit analysis, and to expedite projects and efficient systems operation; ensures communications and project plans are shared with client groups.
 12. Develops and maintains effective relationships within and outside the business area that lead to a thorough understanding of current and emerging business needs and contribute to the business' strategic goals and plans; fosters excellent relations with IT to ensure business needs and requirements are met.
 13. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The HR Systems Analyst reports to the Director HR Systems. No position reports to the HR Application Specialist.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor degree in human resources management, information systems, organizational management, or other relevant discipline.

Considerable experience supporting a corporate HR system including experience in SQL/SQR, Application Engine, Component Interface, XML, PeopleTools, PeopleSoft Query and other ad hoc reporting/analysis tools, MS Excel.

Or an equivalent combination of education, training, and experience acceptable to the Employer.

Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Considerable knowledge and understanding of the HR and Payroll modules in PeopleSoft

Considerable knowledge and understanding of HR functionality, functional processes, information requirements and business needs

Ability to demonstrate technical aptitude for specifying system changes

Ability to perform quantitative and qualitative analysis and use business process analysis tools

Ability to train others, and articulate and translate technical concepts to a non-technical audience

Ability to articulate and gain support for HRIS initiatives and projects

Ability to work in a collaborative, team-based environment with internal and external stakeholders

Ability to manage assignments with varying complexity and competing priorities, take ownership of tasks and drive them through to completion

Strong attention to detail, analytical, conceptual thinking and problem-solving skills

Strong planning, organizational, project management and time management skills

Excellent oral, written, facilitation and presentation skills

Strong interpersonal, customer service and relationship management skills