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## Human Resources Department

The Human Resources Department announces a staff vacancy for the position of Human Resources Information Systems Analyst in the Office of The Vice President Human Resources and The Office of Information Technology.

The University prefers to fill the position internally if possible. HR will take into consideration work experience, academic qualifications and other factors when assessing candidates to be shortlisted. Should a suitable candidate not be identified internally, the position will be advertised externally.

The candidate should meet the minimum requirements as outlined in the job description below. Please read the entire position announcement to determine if the vacancy aligns with your interests and/or qualifications and experience.

Interested candidates should submit the specified documents electronically to: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs) on or before 1<sup>st</sup> August 2022. Kindly make the position title the subject of email.



## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>HUMAN RESOURCES INFORMATION SYSTEMS ANALYST</b>
<b>TYPE OF VACANCY</b>	<b>CONTRACTUAL</b>
<b>DEPARTMENT/UNIT</b>	<b>OFFICE OF INFORMATION TECHNOLOGY</b>
<b>REPORTS TO</b>	<b>VICE PRESIDENT &amp; CIO, OIT</b>
<p><b>SUMMARY:</b> The HRIS Analyst is responsible for providing support to the Human Resources Department's transformation, overseeing the HR technology implementation, and ensuring that it is developed, maintained and modified according to the needs of the HR Department. This position requires collaboration with cross functional teams, and exceptional attention to details ensuring that the end users are properly trained. Critical thinking and problem solving abilities are also essential to the role.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Human Resources Information Systems Analyst is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ Coordinate with IT and HR teams to analyze all HRIS requirements and develop and implement various HRIS procedures and prepare customized reports for various finance and payroll teams</li> <li>➤ Design all custom ad hoc reports</li> <li>➤ Resolve queries and ensure accuracy</li> <li>➤ Prepare all business documents and provide upgrades if required</li> <li>➤ Monitor HRIS systems and maintain integrity of all data</li> <li>➤ Prepare reports for all HR systems and applications and analyze systems to resolve all issues and escalate all customer issues to management to provide efficient resolution</li> <li>➤ Troubleshoot on all technical processes and provide support to all HRIS users</li> <li>➤ Manage and provide response to all HRIS issues</li> <li>➤ Assist with the training of Users and to ensure that they are trained when updates are given</li> <li>➤ Prepare User Manuals for KRONOS and BANNER Applications</li> </ul>	
<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>➤ The HRIS Analyst must understand both the technical and user sides of the system</li> <li>➤ Must use critical thinking to create innovative solutions to complicated problems.</li> <li>➤ Must be able to translate technical information so that anyone can understand.</li> <li>➤ Excellent communication skills both oral and written are necessary.</li> </ul>	
<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ Bachelor's degree in a relevant area with at least three years' experience in an HR role.</li> <li>➤ Certifications in HR (PHR or SHRM-CP) would be an asset.</li> </ul>	



## POSITION ANNOUNCEMENT

<b>Salary Grade</b>	<b>Contractual</b>
<b>Date Published</b>	<b>July 18, 2022</b>
<b>Application End Date</b>	<b>August 1, 2022</b>
<b>Date to be Removed</b>	<b>August 1, 2022</b>
<p><b>Requested Information:</b> Interested applicants should submit the following electronically to the Human Resources Department (<i>noting the position in the subject field of the email</i>), via the email address below:</p> <ul style="list-style-type: none"><li>➤ A letter of interest highlighting work experience and accomplishments relevant to the position;</li><li>➤ A curriculum vitae or resume;</li><li>➤ Completed Employment Application Form – Staff (<a href="https://ub.edu.bs/Application-for-Employment-Staff.pdf">Application-for-Employment-Staff.pdf</a> (<a href="https://ub.edu.bs">ub.edu.bs</a>));</li><li>➤ Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and</li><li>➤ The names and contact information of three professional references.</li></ul> <p><b>Applications will NOT be considered without the complete package.</b></p> <p><b>Email Address:</b> <a href="mailto:hrapply@ub.edu.bs">hrapply@ub.edu.bs</a> <b>Subject:</b> Human Resources Information Systems Analyst <b>Attn:</b> Vice President, Human Resources</p>	
<p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Human Resources Information Systems Analyst.</i></p>	