

## JOB OPPORTUNITY NOTICE

### **Human Resources / Payroll Systems Application Administrator PASS Grade 5 \$75,624 to \$85,115**

Reporting to the Manager of Human Resources Operations and Staffing, the incumbent will support the application operational requirements of the following systems: HR / Payroll (IPPS), Employee Supply Dispatch, Professional Development Registration, Employee Web Portal, Disability Management / WSIB, and Health and Safety. The incumbent will act as the key liaison to a variety of stakeholders in the operation of the Human Resources / Payroll computer systems that support the Board's Human Resources / Payroll functions. The incumbent will play a key role to ensure integrity of data and data transfer to support other applications across the system, provide query support, and data extraction for Human Resources and Payroll reports.

#### **Duties include but are not limited to:**

- Liaise with ITT to enable fixes, system upgrades, patches, installations, special queries and interfaces
- Test new applications, patches, versions changes, and software modifications to ensure compliance and accurate reporting
- Develop data extracts and create reports in negotiated format
- Coordinate issuance of reports and verification of data
- Apply updates and schedule upgrades through change management methodologies
- Manage and administer Human Resources / Payroll software applications including but not limited to SFX, IPPS system and WEB, Parklane, Thrive, PD Place
- Work with users to automate manual processes for clients
- Continually review process and software applications to ensure optimal operational efficiency
- Assist and support users in software application and troubleshoot emergent issues
- Manage and administer processes including but not limited to vacation and sick leave allocation, staffing modules, performance appraisal systems and mass updates
- Address Web inquiries and client issues
- Plan and implement automated work to optimize user efficiency
- Integrate government programs in advance of software provider solutions
- Integrate forms software and map data flow and ensure migration to IPPS
- Review and analyze organization business needs; confer with users to evaluate requirements, discuss solutions, and develop plan of approach
- Analyze and design reports and queries, station criteria and testing criteria to support development of new or enhanced systems
- Act as main liaison with application vendor(s)
- Prepare program documentation to support new or enhanced systems and applications

- Conduct or coordinate user acceptance, performance stress, regression and integration testing; make changes and corrections as needed
- Participate in structured walk-throughs and other activities to review systems
- Provide training and support to end users to ensure integrity of process and data
- Perform on-going review of application systems and programs; identify problems and develop appropriate user level solutions

**Qualifications:**

- Bachelor's degree in Computer Science or related field combined with a minimum of five years of experience utilizing IPPS, Microsoft SQL, report writing and programming or equivalent as determined by the Board
- Strong analytical, organizational problem solving, strategic thinking, and diagnostic skills
- Demonstrated expertise in information resource management principles and practices related to school board administration
- Strong analytical, organizational, problem solving, strategic thinking and diagnostic skills
- Ability to effectively manage multiple conflicting demands in a fast paced environment
- Ability to communicate clearly, effectively and regularly with team members and management
- Proven experience building collaborative working relationships and providing exemplary service to a diverse group of stakeholders
- Proficiency with IPPS, SFX and Parklane software applications
- Availability to work after hours and weekends when required

**Deadline for submission is 4:00 p.m. on Monday, January 29, 2018.**

Please apply to: Melanie Kivell, Human Resources Officer  
Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, Ontario L8N 3L1  
email: [mycareerPASS@hwdsb.on.ca](mailto:mycareerPASS@hwdsb.on.ca)

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted. Accommodation for applicants is available in the recruitment process.