

JOB OPPORTUNITY NOTICE

Human Resources / Payroll Systems Application Administrator Temporary Contract from October 2020 to August 30, 2023 PASS Grade 5 \$78,601 to \$88,466

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 Tuesday, September 22, 2020.

Please apply by emailing a cover letter, resume, and three professional references with email contact and permission to contact references to: mycareerPASS@hwdsb.on.ca

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.