



# Create the city of tomorrow, today.



The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

## Human Resources Information System (HRIS) Specialist

Reporting to the Manager, HR Information Systems, and as a key member of the HRIS team, the HRIS Specialist will work to optimize existing PeopleSoft systems, while seeking innovation opportunities. Working with Human Resources and IT staff, you will provide systems support and analysis and leverage technology solutions to meet the needs of Human Resources/Finance and users of HR information systems across the City.

Working with HR staff to assess business function needs, you will identify and analyze options and recommend business process enhancements. You understand and will propose and manage the implementation of currently unleveraged industry, vendor or technology solutions. Serving as liaison between Human Resources and Information Technology you will provide systems support and analysis to leverage technology solutions to meet the needs of HR and users of the HRIS. In addition, you will serve as a key team member in PeopleSoft upgrades, providing project support in total and leadership on specific components of larger initiatives.

Your critical thinking and exceptional attention to detail enable you to review numbers, trends and data and come to new conclusions based on the findings. You are able to manage several complex projects simultaneously while working under pressure to meet deadlines.

### Education & Experience

The successful candidate will have a Bachelor's degree with a major in Computer Science, Information Systems, Business Administration, Mathematics, Human Resources or a related field, along with 5-7 years of related experience in HRIS, preferably PeopleSoft. An equivalent combination of education and experience may be considered. A strong working knowledge and experience with Peoplesoft products will be considered an asset.

The City of Surrey wishes to thank all applicants for their interest and advises that only those to be interviewed will be contacted.

Shortlisted candidates will be required to undergo a criminal record check.

We offer a dynamic work environment and excellent opportunities to advance.

integrity | service | teamwork | innovation | community

To apply online, go to our website.  
[www.surreycareers.ca](http://www.surreycareers.ca)

