

HRIS Analyst (Exempt - Temporary)

Job Requisition	JR-2025-124 HRIS Analyst (Exempt - Temporary) (Open)
Job Family	Exempt
Start Date	2025-07-03
End Date	2025-08-01
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/HRIS-Analyst--Exempt---Temporary-_JR-2025-124
Description	Application Closing Date:

Aug 1, 2025

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$79,384.76 - \$93,393.83

Two (2) year term

The City of Vernon is seeking a skilled and detail-oriented HRIS Analyst to join our Human Resources team. Reporting to the Director of Human Resources, this critical role is dedicated to protecting the confidentiality and integrity of employee data while maximizing the functionality and efficiency of our HR information systems.

As a trusted advisor, you will work closely with internal stakeholders, subject matter experts, and external partners to analyze, enhance, and optimize business processes within our HRIS (Workday). Your expertise will ensure that personal information is handled with the highest level of care and compliance, while helping to streamline workflows and improve organizational effectiveness.

We are looking for an analytical, solutions-oriented professional with strong technical skills and a deep understanding of HR practices and data governance. Your capacity to communicate complex concepts clearly, combined with your commitment to safeguarding sensitive information, will make you an essential partner in shaping a secure and efficient HR environment for the City.

Duties Include:

- Identifies, assesses and resolves complex issues and/or system configuration for Workday functional areas such as, Human Capital Management (HCM), Payroll, Benefits, Absence, Time Tracking, Compensation, Recruitment, Learning, and Performance.
- In consultation with the HR teams, reviews and evaluates current HR systems, reporting, practices and processes and recommends improvements.
- Tests and audits business processes, data integrity and application integration.
- Works with subject matter experts, City departments and third-party consultants to optimize functionality of system modules individually and cross functionally.
- Coordinates with departments and divisions across the Corporation to assist in the provision of effective solutions and business processes including development, analysis, training, and ad-hoc fixes.

- Performs Workday administrative functions including security maintenance, business process configuration, tenant configuration, data loads, integrations, and upgrades.
- Provides technical support for Workday users, troubleshoots system issues, and implements/configures resolutions that meet user requirements.
- Collaborates with and coordinates support to cross-functional areas in meeting system business requirements and maintaining an understanding of the interdependencies between system modules.
- Supports the successful implementation of semi-annual releases to deliver new functionality and enhancements by determining which enhancements and releases may impact current processes or identify areas for optimization.
- Educates internal teams on new system functionality.
- Collaborates with the HR team to develop workforce metrics and dashboards.
- Liaises with Workday user community to access best practices.
- Provides support to HR staff in the administration of HRIS activities as required.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Post-secondary diploma in Human Resource Management, Information Technology, or related field.
- Minimum of two (2) years' experience leading or assisting with maintaining and/or implementing HRIS applications and experience in system configuration.
- Valid BC Drivers' License Class 5.
- An equivalent combination of related education and experience may be considered.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of HR concepts, practices, process, and procedures.
- Highly developed analytical skills, strong technical aptitude and customer service skills, and attention to detail.
- Solution oriented and the ability to learn new technology quickly through research, instruction and self-training.
- Exceptional interpersonal, written, and verbal communication skills, enabling effective consultation with internal and external parties at all levels and the preparation of clear, comprehensive reports and presentations.
- Capacity to conceptualize, synthesize and communicate ideas persuasively.
- Able to apply relevant legislative, policy and union directives to payroll and benefits eligibility.
- Understanding of database concepts, including data modelling, analysis, translation, presentation, and visualization.
- General understanding of full-cycle payroll.

Preferred Education and Experience:

- Workday ERP certifications in HCM and/or Report Writing.
- CPHR, Payroll Compliance Professional (PCP) or Payroll Leadership Professional (PLP).
- Previous experience working in a unionized environment.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type Fixed Term (Over 1 Year) (Fixed Term)

Location City Hall Building

Time Type Full time

Locations

Supervisory Organization Human Resources Division