Posting Number: 36724

London Health Sciences Centre

User Support (HRIS) Analyst: Regular Full-Time
Human Resources Information Systems – Human Resources
University Hospital

The HRIS Analyst leverages the functionality of Human Resources information systems and other automated tools, including MS Office products, to provide information and support to HR staff and hospital leadership.

➢ Designs and customizes reports to support reporting needs and decision-making tools as requested.
➢ Facilitates user understanding of systems and system reporting capabilities, develops training materials and employs various instructional methods to enhance user knowledge and user experience.
➢ Participates in the analysis, design and implementation of new software installations and upgrades as a member of the project team.
➢ Provides support to system users through trouble shooting, training and post-live assistance.

Rate of Pay: $27.407/hour to $34.259/hour
Hours of Work: 37.5 hours per week

QUALIFICATIONS:

- Three year College Diploma in Computer Science/Systems Programming and Analysis
- Three year Undergraduate Degree in Computer Science preferred
- Minimum two years recent, related experience
- Advanced knowledge of hospital productivity applications including Microsoft Word and Excel
- Proficient knowledge of PowerPoint, Microsoft Project and HTML
- Advanced knowledge of information technology, modern electronic data processing theory, principles, practices and management information systems
- Advanced knowledge of office automation and computerized HR and time entry applications – PeopleSoft, Workbrain, Saba, Access, Crystal Reports, Visio and nvision
- Proficient knowledge of local area networks (LAN)
- Working knowledge of client/server network protocols and Internet/Intranet applications
- Working knowledge of programming, personal computers, other hardware and drivers
- Basic understanding of MIS
- Advanced demonstrated ability to prepare and analyze complex reports; ability to maintain efficient and effective automated systems; ability to program complex queries
- Advanced demonstrated ability to establish and maintain effective working relationships with employees and Hospital leadership; ability to communicate effectively orally and in writing
- Strong technical translation, training and presentation skills
- Demonstrated ability to deal with constant interruptions and urgent deadlines
- Demonstrated ability to interpret and clarify report requests
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check will be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates would be required to provide a satisfactory vulnerable sector police check (original document) completed in the last 4 months.

In order to be considered for this position, please apply online at www.lhsc.on.ca under Career Opportunities or submit a detailed resume to:

Betty Schoemaker, Recruitment Advisor
Human Resources, 5th Floor PDC, University Hospital
Fax Number: 519-663-3889
Email: Betty.Schoemaker@lhsc.on.ca