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## POSITION DESCRIPTION

**POSITION TITLE:** SENIOR HRIS SPECIALIST

**DEPARTMENT:** HUMAN RESOURCES

**CLASSIFICATION:**

**UNION:** NON UNION

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** HUMAN RESOURCES MANAGER

**POSITIONS SUPERVISED:** NOT APPLICABLE

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## POSITION SUMMARY

Reporting to the Human Resources Manager, the Senior HRIS Specialist is responsible for the configuration, management, and distribution of HRIS reporting, testing of the HRIS system, management of user securities, systems configuration & position control. The position of Senior HRIS Specialist functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

### Human Resource Information Systems

- Management of the HRIS platform, including application administration and system configuration.
- Provides day-to-day operational support to end users.
- Responsible for ongoing maintenance and testing of the system to ensure all necessary updates are applied to the application.
- Configures and manages HRIS reporting to support Human Resources, Payroll, Finance, Management and external organizations (HEB Manitoba, Manitoba Blue Cross, unions, etc.).
- Assists in the development of policies and procedures as they relate to the HRIS platform, ensuring they are consistent with regional policies, and maximize the resources of the system.

- Maintains position control; including creating, ending, updating and tracking of existing positions.
- Configures security groups, methods, and profiles in the HRIS and ensuring applicable access is given to individuals to ensure *The Freedom of Information and Protection of Privacy Act* is adhered to.
- Configuration and management of workflow checklists in the HRIS platform.
- Develops and facilitates training materials for end users, including Payroll, Human Resources, Management and front-line staff.
- Collaborates with other departments in order to ensure the optimal use of the HRIS.
- Supports in the development and collection of HR data analytics.
- Participates in special projects as may be required.

#### Payroll & Benefits

- Responsible for bi-weekly payroll reconciliation, bi-weekly remittances to CRA, and monthly remittances for payroll tax.
- Assists with fiscal year-end and calendar year-end balancing of payroll.
- Maintenance of occupational pay scales, in collaboration with Human Resources and in accordance with collective agreements or at the direction of senior leadership.

#### Continuous Quality Improvement

- Advises on HRIS and Payroll best practices, complying with Human Resources policies and Canadian Payroll Association guidelines.
- Ensures compliance with *The Personal Health Information Act* and *The Freedom of Information and Protection of Privacy Act*.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

#### Other

- Attends education programs and in-services when available.
- Participates in committee and staff meetings as required.
- Other duties as assigned.

### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATION:**

- Completion of Grade 12 education is required
- Completion of a post-secondary education in a recognized Business Administration or Human Resources program, or Payroll Compliance Practitioner Certification preferred

#### **REQUIRED KNOWLEDGE:**

- Demonstrated proficiency with Windows applications (MS Office; Word and Outlook)
- Advanced working knowledge of Microsoft Excel required

- Knowledge of labour standards best practices, and provincial collective bargaining agreements

**EXPERIENCE REQUIRED:**

- Two (2) years previous experience in a Payroll or Human Resources role
- Experience working with an HRIS platform (QHR, SAP, ADP)
- Previous accounting experience preferred
- Experience applying Business Analysis and/or Project Management principles

**SKILLS/COMPETENCIES:**

- Ability to use an analytical and detailed approach to problem solving required
  - Ability to work with a variety of sensitive information and to maintain confidentiality required
  - Ability to work independently with minimum of supervision required
  - Excellent verbal and written communication skills required
  - Demonstrated ability to handle stressful and demanding situations in a positive manner required
  - Ability to maintain positive working relationships in a team-based working environment required
  - Ability to collect and translate business requirements from end users
  - Good physical and mental health required to meet demands of the position
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions
  - Completes and maintains a satisfactory pre-employment security check
  - Satisfactory employment record
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - May be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: September, 2019  
Date

Revised: September, 2019  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*