



HUMAN RESOURCES INFORMATION SYSTEMS MANAGER (HRIS) Continuing Full-Time

The Chilliwack School District is seeking applications for the excluded position of Human Resources Information Systems Manager (HRIS). Reporting to the Director of Human Resources, the successful individual will manage and oversee the organization's Human Resources Information Systems (HRIS). This member is a part of the dynamic team providing Human Resources to the Chilliwack School District.

THE COMMUNITY AND SCHOOL DISTRICT

Chilliwack is a thriving and growing community situated in the beautiful Upper Fraser Valley, just 90 minutes from Vancouver on the Stó:lò unceded traditional territory of the Pilalt, Sema:th and Ts'elxwéyeqw tribes. The school district is well known for its dedication to quality educational programs, its effective collaboration with community, parents, students and employee groups and its fiscal responsibility. The District has approximately 14,000 students with approximately 2000 teaching, administrative, managerial and support staff.

THE POSITION

Reporting to the Director of Human Resources, you will plan, develop, implement and maintain the District's HRIS to align with the District goals and to support changing business requirements. With your comfort working with systems and data, you are able to ensure the stable operation of the HRIS and the integrity of HR records, practice and processes through audits and regular reviews. With your project management skills, your systems skills, and your experience and insight in Human Resources, you are able to lead the development of custom reports to support decision-making.

As a positive and proactive communicator, you are able to establish and maintain relationships with other departments, including Technology and Financial Services, to communicate the needs of the HR department on issues like payroll, recruitment, salary and statistical data for internal and external reporting requirements. You are comfortable leading the development and delivery of training to ensure the District end users' success with the system.

With your reputation as a team player, you are able to build strong relationships with stakeholders in the district. You bring a strong combination of experience in human resources practices and processes from a unionized environment coupled with strong HRIS skills and experience. You approach your work with an eye to improvement and are able to see how best practice human resources connects to the system and helps the organization move forward positively. You have a university degree or diploma in Information Technology or a related discipline. You have knowledge and experience in human resources practices and procedures in an unionized public sector role. You are a natural change manager with experience with Human Resources Management Information Systems, Ideally with PowerSchool.

THE APPLICANT

The successful applicant will possess:

- 3 to 5 years of relevant Human Resources systems experience at a management level.
- Undergraduate degree or diploma in an appropriate discipline (Information Management).
- Demonstrated knowledge of Human Resources practices and procedures. Education or qualifications in Human Resources is an asset.



- Demonstrated knowledge of Human Resources Information Systems. Experience with PowerSchool is strongly preferred.
- Demonstrated knowledge and education in change and project management.
- Demonstrated ability to work with large databases, perform high-level analysis of numerical data and produce requested reports to assist with data-driven decision making.
- Proficient with spreadsheets and word processing applications at an Advanced level.
- Understanding of the K-12 public school system and its Human Resources needs is strongly preferred.
- Proven conflict resolution skills.
- Strong leadership, communication, and interpersonal skills.
- Effective organizational skills with the ability to prioritize, work independently, and manage a fast-paced environment.

Interested candidates must submit their application complete with resume, documentation supporting credentials and three professional references with permission to contact each in confidence. Application packages must be received by 4:00 pm, **August 31, 2022**. Interested applicants must apply electronically through www.makeafuture.ca/chilliwack to: **Donna Dove, Human Resources Executive Assistant, School District No. 33 (Chilliwack), 8430 Cessna Drive, Chilliwack, B.C. V2P 7K4, Phone: 604-792-1321**