

**Posting Number: 38510**



**London Health Sciences Centre**

**Non-Union**

**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.
- 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:** \$27.995/hour to \$34.944/hour

**Hours of Work:** 37.5 hours per week

**QUALIFICATIONS:**

- Undergraduate Degree in Computer Science, Statistics, Health Informatics and/or Business/Commerce
- 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
- Ability to analyze work processes and identify opportunities to optimize use of systems and productivity tools
- Demonstrated ability to deal with constant interruptions and urgent deadlines
- Demonstrated ability to interpret and clarify report requests
- Demonstrated knowledge of and commitment to the principles of patient and family centred care
- 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.

London Health Sciences Centre is committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, 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 submit a detailed resume, quoting posting #38510 to:

Katie Mennill, Recruitment Advisor

Email: [Katie.Mennill@lhsc.on.ca](mailto:Katie.Mennill@lhsc.on.ca)