

Professional Job Position Description

Section I: Position information

Effective date	2025-04-01	<input checked="" type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Human Resources Analyst		
Position number	999703		
Classification level	Excluded Professional B		
Position affiliation	<input type="checkbox"/> AUFA <input checked="" type="checkbox"/> Excluded		
Location	Virtual		
Department	Human Resources		
Reports to	Compensation and Classification Specialist		

Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the Compensation and Classification Specialist, the Human Resources Analyst (HR Analyst) is responsible for providing confidential support to the Compensation and Classification Specialist, the Chief Human Resources Officer and other internal stakeholders.

This position is responsible for research within the Human Resources department on such topics as but not limited to labour relations, HR metrics and HR programs. Generating reports for internal and external stakeholders of a confidential nature.

The HR Analyst oversees and maintains position control within the HR Information System (HRIS) (i.e. Banner) including, but not limited to fiscal year end processes, position recruitment verification, the development, maintenance, monitoring and analysis of positions.

The HR Analyst works in cooperation with the Compensation and Classification Specialist in the coordination and administration of related projects; for documenting HR related processes; for producing high quality analytical reporting; for periodic auditing of HR related information in pursuit of continual process improvements.

The HR Analyst is responsible for administering the HR Department's budget administration processes.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Position Control (30%)

Responsible for the development, maintenance, monitoring, analyzing, auditing, and reporting, of position control information within the HRIS, including but not limited to: position recruitment review and approval; labour distribution; annual and in-year budget changes and implications; and FOAPAL relationships.

Responsible for reporting to the Budget Office on HR data required for the annual budget process. This position works closely with the Budget Office in the reconciliation of position information between the HRIS system and Cognos Financial system.

Responsible for developing and/or enhancing position control processes/procedures/controls and related documentation; for creating consistencies, and efficiencies; for periodic auditing of HRIS related information; and for providing recommendations for continual process improvements to the Compensation and Classification Specialist, HR leadership and/or Chief Human Resources Officer as required.

Reporting (30%)

Responsible for research in complex fields of human resources and for communicating findings. Recommend areas for process improvements to the Compensation and Classification Specialist Chief Human Resources Officer and other internal stakeholders as required.

Responsible for human resources related reporting and analysis; audit and analysis reporting, trend identification, and external stakeholder reporting and analysis; and ad hoc reporting as directed by the Compensation and Classification Specialist.

HRIS Maintenance and Configuration (15%)

In collaboration with the Compensation and Classification Specialist, Manager Payroll and Benefits, and Information Technology, responsible for implementing changes to the HRIS including planning, testing, and verifying updates.

Responsible for applying mass salary changes into the HRIS for annual merit and applicable COLAs, as required.

HR Projects and Initiatives (15%)

Responsible for coordinating and providing support to projects as assigned by the Compensation and Classification Specialist, including but not limited to project plans, scope, timelines, deliverables, analysis, research, testing, documentation, implementation, reporting, and post project maintenance and implementation analysis.

Responsible for providing support to highly confidential projects and initiatives managed by the Compensation and Classification Specialist, as required.

Budget Administration (10%)

Responsible for Departmental budget administration, including but not limited to initiating/completing expenses/invoices, HR related requisitions, purchase orders and contracts for service. This position will be responsible for the administration and applicable approval of professional development funds. The incumbent is to also participate in the review, analysis, and completion of the Department's quarterly Budget Variance Reports, including reporting on inconsistencies and variances.

Other Duties as Assigned

Responsible for providing back up support to the Compensation and Classification Specialist as required.

Other duties and responsibilities as assigned.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

The incumbent is responsible for continual and effective communication (written and verbal) with all members of the HR Team and other internal stakeholders, especially the Compensation and Classification Specialist and Budget office.

The incumbent must be able to effectively communicate the results of analyses including trends, anomalies and inconsistencies to the HR Leadership team, clients and stakeholders when required and participate in the creation and presentation of potential solutions.

Supervision

No supervision required.

Impact of service or product

The Human Resources Analyst is a critical HR position responsible for HR reporting that has a significant impact on HR and institutional operations as well as collective agreement application or legislative liability, the coordination and administration of HR projects as assigned by the Compensation and Classification Specialist, overall position control and budget and professional development fund administration.

Errors or improper monitoring and analysis of position control may have salary implications and result in budget or labour relations issues.

Errors or improper analysis of information or reporting may result in process decisions that are not compliant with legislation or collective agreements, inaccurate communication relayed to clients, stakeholders and the broader AU community, or that contribute to the deterioration of employer / employee relations.

Independence of action

The incumbent is required to work proactively and independently with the ability to take responsibility for assigned tasks while working in cooperation with the HR team and applicable clients and stakeholders as required.

Complexity

The incumbent must maintain a strong working knowledge of applicable collective agreements, AU policies, procedures, processes and other applicable legislation, and industry trends to accurately analyze trends, anomalies and inconsistencies. This knowledge is essential to properly coordinate, and support assigned HR related projects and provide timely and accurate reports and recommendations.

As the responsibilities within this position require a broad range of abilities, the incumbent must demonstrate analytical, interpretive, project management, facilitation, and financial analysis skills. The need to multi-task and continually adjust priorities to meet deadlines is essential.

The incumbent must possess excellent problem-solving skills and be proactive and persuasive. Knowledge of the University's needs as well as new and emerging trends in the post-secondary sector is required.

This role requires the utmost of confidentiality at all times.

Planning

The incumbent is responsible for ensuring proper and accurate project planning and execution, including project milestone dates.

Advanced planning and organizational skills are essential for this position, as daily operations will vary significantly with frequently shifting priorities and deadlines.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

Undergraduate Degree in a related field plus 2 years' experience in Human Resources, Data Analytics, Information System or a related field.

Strong analytical skills and strong attention to detail are necessary to evaluate anomalies, trends and inconsistencies. Strong organizational skills, prioritization skills, ability to adhere to inflexible timelines and the ability to work proactively and independently are essential. Excellent computer skills, including expert level experience with Microsoft Office and database programs are essential; experience in Banner preferred.

Strong communication and report writing skills with experience in working with budget and human resources information systems is required; experience in Banner and Cognos reporting preferred. Strong mathematical skills, percentage and pro-ratio and ability to analyze and present findings is required.

Experience working within a unionized environment and interpreting collective agreements preferred.

An equivalent combination of education and experience may be considered.

Signatures for sections I and II

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.