



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 Business Administration, Human Resources or Information Technology. 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:

- undergraduate degree or diploma in an appropriate discipline (Business Administration, Human Resources or Information Management).
- knowledge of Human Resources practices and procedures.
- knowledge of Human Resources Information Systems and experience with PowerSchool is preferred.



- knowledge of change and project management.
- proficient with spreadsheets and word processing applications.
- knowledge of the school system and it's Human Resources needs.
- 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.
- the ability to work with large data bases and to analyze numerical data.

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, **Friday, November 26, 2021**. Interested applicants must apply electronically through <https://bit.ly/3nVxZuk> to: **Tamara Ilersich, Director of Human Resources, School District No. 33 (Chilliwack), 8430 Cessna Drive, Chilliwack, B.C. V2P 7K4, Phone: 604-792-1321**