



HAMILTON POLICE SERVICE

Career Opportunity: HUMAN RESOURCES ANALYST – Full-Time

Posting #	#2025-063	JJR#	198
Job Title	Human Resources Analyst	Civilian/Sworn	Civilian
Status	Full-Time	Department/Unit	Human Resources
Salary Grade	Schedule 9E	Hiring Rate	\$40.044 per hour (as of January 1, 2024)
Salary Range	Schedule 9E - \$83,516 to \$98,255 per annum (as of January 1, 2024)		
Posting Date	September 2, 2025	Closing Date	September 16, 2025
Primary Job Location	Central Police Station, 155 King William Street, Hamilton		
Hours of Work	Monday to Friday, from 8:00 am to 4:00 pm, however, must be flexible to work other hours to support the 24 hour, 365 day operation		

SUMMARY

About HPS

HPS patrols 1,113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary:

Under the direct supervision of the Manager, Labour Relations, the Human Resources Analyst is responsible for maintaining the joint-job evaluation program at the Hamilton Police Service, including advising on job description development and assisting in organizational design. This position will also be

responsible for HR system support and maintenance as it pertains to organizational design changes and position management and other HR analytics/reporting and projects.

Duties include, but not limited to;

- Works collaboratively with departments by recommending organization structure changes, reporting relationship changes, and job description changes. Prepares job descriptions based on duties, responsibilities and qualifications. Ensures consistent application of language and duties. Provides related administration and costings.
- Assists in the joint-job evaluation program for the Hamilton Police Service by coordinating committee meetings, tracking and maintaining job evaluation requirements as per the collective agreement, prepare correspondence, and maintaining all job evaluation records and worksheets.
- Create and maintain organizational charts for the Service.
- Provides advice and guidance to Supervisors on a range of human resources policies and practices related to compensation, organizational design and position analysis.
- Provides detailed support, analysis and reconciliation for the Manager on position management. This includes extraction of data/reports, comparison and reconciliation and makes recommendations for corrections based on discrepancies and best practices.
- Collects and compiles HR data and metrics from a variety of sources including the HRIS and payroll. Provides support to the Manager on analyzing data and statistics for trends and patterns.
- Assist in a broad range of HR projects related to HR systems, organizational development, performance management, change management and succession management.
- Coordinates and extracts statistical data relating to compensation issues.
- Conducts and responds to major job related market surveys from other services, government bodies and organizations (such as the Police Administration Survey).
- Provides support to the sworn promotional process.
- Perform other duties, as assigned, related to the major responsibilities of the job.

Supervisory Responsibilities:

Not applicable.

Working Conditions:

Cubical office space. Duties involve exposure to highly confidential and sensitive information, which cannot be shared unless directed.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, standing, walking, lifting, bending/stooping, reaching and filing.

Education:

Minimum three (3) year University Degree in Human Resources, Business or a related field, or a Post-Graduate Diploma in Human Resources Management.

Experience:

Minimum three (3) years of work experience in a professional human resources role focusing on organizational design, job evaluation, HR generalist experience and HR analytics/reporting. Must have previous experience using HRIS systems (e.g. PeopleSoft) including extracting and analyzing data.

Certifications & Licenses:

Professional CHRL designation complete or in progress.



Skills & Competencies:

- Ability to use a computer, including advanced application of related software Microsoft (MS) Word, Excel, Visio, Power Point (e.g. compose letters, spreadsheets, charts, perform analysis, create presentations and reports as well as strong clerical abilities (e.g. office skills/reading comprehension, numeracy, grammar, spelling, filing, copying/comparing information, proofreading, etc.).
- Must possess a strong working knowledge of human resources law including the Employment Standards Act (ESA) and Ontario Human Rights Code (OHRC) and other relevant legislation.
- Experienced in understanding and applying collective agreements.
- Highly developed verbal and written communication skills, including demonstrated ability to compose complex reports.
- Highly self-motivated and self-directed. Must possess excellent self-initiative.
- Strong interpersonal skills and the ability to influence and consult on human resources matters by working cooperatively within the Human Resources Team, and members of the Service.
- Proven consultation and engagement skills at all levels within the organization, which demonstrates an ability to apply a broad HR perspective requiring an integrated knowledge of Human Resources Management, related disciplines and business processes.
- Excellent multi-tasking, organization, planning, and time management skills, including the ability to meet specific reporting deadlines.
- Ability to learn and follow established policies and procedures.
- Ability to complete detailed analysis, produce accurate work, with attention to detail.

INTERESTED IN THE POSITION?


Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **September 16, 2025**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

In accordance with the Ontario Human Rights Code (OHRC) should you require an accommodation at any time during the recruitment and selection process we encourage you to notify the Human Resources @ recruiting@hamiltonpolice.ca

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.





At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.