



HAMILTON POLICE SERVICE

Career Opportunity: HR Systems Implementation & Support Specialist (1 Temporary Full-Time Position – up to 18 months)

Posting #	#2026-059	JJR#	TBD
Job Title	HR Systems Implementation & Support Specialist	Civilian/Sworn	Civilian
Status	Temporary Full Time	Department/Unit	Human Resources
Salary Grade	Schedule 8E	Hiring Rate	\$38.982 per hour
Salary Range	\$81,301 to \$95,657 per annum (January 2025 rates)		
Posting Date	August 12, 2026	Closing Date	August 26, 2026
Primary Job Location	Central Police Station, 155 King William Street, Hamilton, ON		
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

Hamilton Police Service (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 Human Resources. 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

Reporting to the Manager of Labour Relations & HR Services, the HR Systems Implementation & Support Specialist will be responsible for supporting the successful implementation, deployment and integration

of HR systems. The role will assist in the planning, coordination, and execution of HR projects to ensure that Service requirements, timelines, and constraints, and the overall project objectives are supported.

Duties include, but not limited to;

- Support the planning and implementation of HR systems by identifying key business processes, operational requirements, and deliverables that ensure efficiency and compliance.
- Collaborate with IT, HR, project managers, vendor partners and cross-functional teams to enable successful system integration.
- Configure and maintain the system in alignment with HPS policies, procedures, and operational requirements.
- Serve as a subject matter expert on system functionality, capabilities, and emerging business requirements.
- Analyze incoming requests to determine appropriate system configuration solutions and assess impacts across workflows, data structures, and user groups.
- Gather and validate business requirements while mapping and documenting end-to-end workflows, identifying opportunities to streamline, standardize, or automate processes.
- Coordinate with the vendor to support user acceptance testing (UAT) and validate system performance for new releases, enhancements, and fixes.
- Monitor and troubleshoot functional issues, partnering with IT, vendors, and internal stakeholders to resolve system-related problems.
- Provide guidance and functional support to Service members on system features and usage.
- Assist with change management activities, communication planning, and post implementation support.
- Maintain documentation including process maps, business rules, configuration records, and training materials to support ongoing system integrity.
- Support additional HR technology projects as required.
- Perform other duties, as required, as they relate to the role.

Supervisory Responsibilities:

Not applicable.

Working Conditions:

Regular office environment.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, standing, walking.

Education:

Minimum three (3) year University degree in Human Resources, Business Administration, Information Systems, Computer Science, or related field.

Experience:

Minimum three (3) years' experience as an HR Systems/HRIS Consultant or similar role, with experience successfully implementing HR systems (i.e. time and attendance systems, HRIS systems). Strong technical expertise in HRIS technology and their implementation, configuration, and customization.

Experience supporting UKG/Kronos implementation, Oracle Fusion, and/or public sector HR systems implementation experience is considered an asset.

Certifications & Licenses:

Valid Class G Driver's Licence, or the equivalent, with ability to drive a vehicle in Ontario with full driving privileges is required. Professional CHRP/CHRL designation preferred.

Skills & Competencies:

- Excellent time-management skills with the ability to prioritize competing tasks and deadlines.
- Excellent verbal and written communication skills, with the ability to convey technical information to non-technical audiences.
- Proven consultation and engagement skills.
- Strong analytical and problem-solving abilities, with keen attention to detail.
- Familiarity with change management processes and methodologies.
- Ability to learn and follow established policies and procedures in respect to HRIS implementation.
- 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.).

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number #2026-059 in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **August 26th, 2026**. 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.

Accommodations: Hamilton Police Service is committed to equitable and accessible hiring practices. Accommodation during the recruiting process is available upon request, please let us know should you have any needs.

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.