

# Career opportunity

---

**Location: Calgary**

**Position: HR Analyst [18 month contract]**

**Division: Human Resources**

---

## What we do

The Alberta Utilities Commission is an independent, quasi-judicial agency of the province of Alberta. The AUC is responsible to ensure that the delivery of Alberta's utility service takes place in a manner that is fair, responsible and in the public interest.

We regulate investor-owned natural gas, electric and water utilities and certain municipally owned electric utilities to ensure that customers receive safe and reliable service at just and reasonable rates. The AUC ensures that electric facilities are built, operated and decommissioned in an efficient and environmentally responsible way. The AUC also provides regulatory oversight of issues related to the development and operation of the wholesale electricity market in Alberta as well as the retail gas and electricity markets in the province.

## The ideal candidate

As the HR Analyst at the Alberta Utilities Commission, you'll play a key role in delivering HR programs and services that support the AUC's people and business objectives. You'll support in managing HR systems, total rewards programs, data analytics, policy research and other ad hoc reporting. Reporting to the Director – Human Resources, you will play an integral role in the delivery of HR services and programs that align with the vision, values, and business objectives of the AUC.

## Key responsibilities

- In collaboration with the Director, Human Resources, assess the effectiveness of current policies, programs and procedures and prepare proposals for new programs to meet business needs.
- Ensure compliance with relevant employment legislation including employment standards, human rights and privacy legislation.
- Support in overseeing the AUC's total rewards program including participating in industry compensation and benefits surveys and keep up to date with current market trends related to total rewards.
- Support the annual salary review process, recommend base salaries for new hires and promotions using market data and established compensation strategy.

- Actively participate in benefits related initiatives such as annual enrollment, assisting employees with queries, reconciling benefits, and liaising with benefits providers as needed.
- Provide ongoing support related to the AUC Employee Assistance Program, service awards and disability management. Support the development of the biennial employee survey end-to-end.
- Contribute to thought leadership in the areas of benefits, employee wellness, data analytics and other HR policy matters.
- Prepare and analyze HR reports, workforce analytics and provide information to leadership.
- Manage the HRIS including data quality verification, periodic system upgrades and testing, resolving employee queries and liaising with IT as needed.
- Support the implementation of a new HR system: collaborate with third party consultants, design, test, coordinate the roll-out of a new system along with effective change management for the organization.
- Provide support in the areas of payroll, pension and audit as needed.
- Be a role model of the AUC values.

## **Qualifications**

As the ideal candidate you will possess:

- Completed a post-secondary degree, diploma or certificate in human resources.
- Have a minimum of four years of related experience.
- Possession of or working towards a benefits or payroll designation would be an asset.
- Knowledge of payroll and internal controls would be an asset.
- Experience completing compensation surveys would be an asset.

## **Competencies/Experience:**

- Demonstrated strong analytical and problem-solving skills, with the ability to adapt to new challenges.
- Builds credibility quickly and exercises sound judgment in a fast-paced environment.
- Collaborates effectively with peers and senior leaders using a consultative approach to support change initiatives.
- Possesses strong business acumen and the ability to analyze and synthesize information from multiple sources.
- Manages multiple priorities and projects simultaneously with a high degree of organization.
- Communicates clearly and effectively, with strong interpersonal skills.
- Facilitates productive meetings and influences decision-making.
- Maintains a service-oriented mindset and strong relationship management capabilities. Identifies opportunities to improve and automate processes and practices.

- Demonstrates discretion and professionalism in handling sensitive and confidential information.
- Works effectively within a small, collaborative team environment.
- Demonstrates advanced data and numerical proficiency, performing complex calculations across large Excel datasets with exceptional accuracy and attention to detail.
- Brings strong technical proficiency with the Microsoft Office suite, HRIS, other total rewards platforms (e.g. benefits platforms).

## How to apply

Please send your application to [opportunities@auc.ab.ca](mailto:opportunities@auc.ab.ca) and include your name in the subject line. Applications will be accepted until February 23, 2026.

We thank everyone who applies for their interest in the AUC. Please be advised that we will only be contacting those applicants who we will be scheduling for an interview.

The AUC is proud to be an equal opportunity employer that celebrates diversity and are committed to creating an inclusive environment for everyone.