

HUMAN RESOURCES INFORMATION SYSTEM ANALYST

NATURE OF WORK

This is responsible professional and technical work maintaining the integrity and reliability of the Human Resources Information System (HRIS) within the Human Resources Department.

Work involves responsibility for serving as a system administrator for Human Resources systems applications, ensuring system compliance, data security and privacy requirements. Work also involves supporting a variety of reports, assisting in the development of standard reports for department needs and managing data integrity. Work is performed with considerable independence and is reviewed by the Human Resources Information Systems Division Leader through conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Provides support for HRIS; researches and resolves process flaws; performs scheduled activities and recommends solutions or alternative methods to meet requirements; supports the department website, ensuring the accurate entry and maintenance of all data within the HRIS system.

Collaborates with HR staff and organizational leadership to determine the short- and long-term information department and system objectives; develops a plan to modify or replace HRIS applications, modules, and systems to meet those objectives.

Supports a variety of reports or queries utilizing appropriate reporting tools; assists in the development of standard reports for ongoing departmental needs; manages data integrity in systems by running queries and analyzing data.

Serves as a system administrator for HR systems and applications; ensures system compliance, data security and privacy requirements.

Participates in the research and compilation of statistical reports for use in decision making a court proceedings; assists in the development of standard reports of ongoing departmental needs; compiles data and creates reports required for reporting to various internal and external entities.

Translates business objectives and user needs into clearly written technical requirements; develops user materials, guides and documentation, and provides user training and support.

Maintains and updates systems; manages software implementation projects; supports various benefit programs by processing enrollments.

Assists in the review, testing and implementation of HRIS upgrades and patches; collaborates with functional and technical staff to coordinate application of upgrade or fix; documents processes and results.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of human resources and payroll systems, HRIS design, interfaces, databases, structure, reporting, data analysis, functions, processes, automation solutions, and software programs.

Considerable knowledge of computers and other technology using standard or customized computer or systems software applications appropriate to the assigned task.

Knowledge of Oracle Human Capital Management.

Knowledge of database construction and all areas of information systems.

Knowledge of technical report writing using various tools to enable reporting as required by all internal departments, external vendors as well as state and federal governmental entities and public records requests.

Ability to develop and maintain project timelines, functional specifications, requirements, documentation, test scripts, issues logs, internal database files, and tables.

Ability to analyze business processes and system technologies in order to develop, incorporate, and enhance systems and functional process to meet organizational requirements.

Ability to adhere to all Human Resources policies, procedures and practices regarding confidentiality and security of information at all times.

Ability to learn and adapt to advances in computer and electronic device technology and software.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Human Resources Management, Public or Business Administration, Computer Science, HRIS or related field and at least two years of experience in human resources information systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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