

HUMAN RESOURCES INFORMATION SYSTEM DIVISION LEADER

NATURE OF WORK

This is highly responsible administrative work leading initiatives aimed at improving the operational efficiency and productivity of our Human Resources Information System (HRIS) within the City-County Human Resources Department.

Work involves responsibility for planning and coordinating HRIS activities, building project plans, overseeing Human Resources data management processes and conducting long term planning. Work is performed with considerable independence and is reviewed by the Human Resources Director through conferences and results achieved. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Plans and coordinates HRIS activities to manage and maintain accuracy of employee data for reporting, public information and distribution purposes.

Builds project plans, ensures adherence to project schedules, and sets technology priorities and conducts long term planning.

Provides leadership and recommendations in the design, development, and automation of HR business processes to support City and County objectives and ensure that any new operations solutions can be supported within the HR systems footprint.

Serves as lead representative and liaison between Human Resources, Information Services, external vendors, and other stakeholders for Human Resources data design and implementation projects.

Collaborates with executive level stakeholders and acts as an organizational change agent/process improvement lead.

Fosters partnership, open communication and best practice sharing between Human Resources, Information Services, Payroll and operation teams.

Ensures HRIS services are in compliance with federal, state and local regulatory requirements related to record keeping and reporting; ensures proper data entry functions.

Oversees Human Resources data management process; ensures quality, timeliness, security, and proper use of Human Resources information entered and retrieved from systems.

Provides oversight to creating and maintaining comprehensive implementation plans for configuration/customization changes including data migrations, manual steps, and/or security roles; coordinates system and user acceptance testing; determines system problems and troubleshoots before proposing modifications.

Monitors and evaluates the responsiveness, efficiency and effectiveness of HRIS managed and operated software systems, method and procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

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

Thorough 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, NEOGOV, and other Human Resource systems.

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 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 communicate effectively both orally and in writing.

DESIRABLE QUALIFICATIONS

Possession of project management certifications including, but not limited to Project Management Professional (PMP) certification, Projects IN Controlled Environments' (PRINCE2) certification, or a Computing Technology Industry Association (CompTIA) certification, or equivalent.

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 five years of experience in human resources information systems, including two years of experience working with human resources payroll systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.