

HRIS ANALYST

SUMMARY/PURPOSE

This classification is responsible for assessing the effectiveness of software systems functions, researching and testing new features and functions, and serving as the Human Resources Division primary contact for system implementations and upgrades.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Serve as primary division contact for all HRIS system issues and assist with resolving complex issues/problems.
2. Research new system features and determine best practices for system maintenance and usage.
3. Represent the City on the various software advisory boards to provide input on current issues and future needs enhancements.
4. Coordinate, test, troubleshoot, and implement HRIS upgrades and regular system maintenance.
5. Establish security requirements and user profiles for all Human Resources system users and provide training.
6. Use system capabilities to determine and implement streamlined processes.
7. Develop and maintain user procedure documentation manuals.
8. Communicate with vendors to ensure HRIS system integrity is maintained.
9. Oversee HRIS system setup and reporting for EEO reports, pay equity records, and other compliance reports.
10. Perform technical analysis of HRIS applications to identify needs and make recommendations related to design and setup.
11. Lead project planning and system updates/training sessions conducted by the vendor.
12. Lead/oversee applicant tracking, position control, benefit plan, and other HRIS records maintenance activities.
13. Compile complex data required by management to assist with the development of labor contract proposals.
14. Participate in the review of drafted language to analyze effect on operations.
15. Establish and maintain a variety of human resource files, system modules, records, and databases.
16. Prepare a variety of materials, including correspondence, reports, graphs, charts, tables, and spreadsheets.
17. Develop and maintain various tracking systems.
18. Respond to HRIS inquiries and resolve system issues/complaints from employees, retirees, applicants, and others.
19. Research laws and regulations related to human resource policies and procedures.
20. Recommend revisions to human resource processes, procedures, and documents as necessary.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. An Associate's Degree in Information Management, Computer Technology, or a related field, and three (3) years of progressive technical experience in a Human Resources environment; or
 - B. Five (5) years of professional work experience as defined above.

2. Knowledge Requirements
 - A. Knowledge of human resources and employee benefits principles, concepts, and practices.
 - B. Knowledge of human resources policies and procedures, Civil Service rules, bargaining unit contracts, and Federal & State Labor Laws.
 - C. Knowledge of research and data analysis methods and techniques.
 - D. Knowledge of modern office practices and technology.
 - E. Knowledge of business letter writing and report preparation.
 - F. Knowledge of the principles and practices of computerized records maintenance.
3. Skill Requirements
 - A. Skill in auditing and processing a wide variety of personnel and benefits transactions.
 - B. Strong computer skills, including the use of large enterprise-wide systems, Microsoft Office Suite (with emphasis on Access and Excel), HRIS, and website design.
 - C. Skill in the use of report writer utility tools.
 - D. Strong skill in effectively communicating on a one-to-one basis or with groups for the purpose of obtaining and providing information and for resolving issues and conflicts.
 - E. Skill in preparing accurate and concise written reports.
 - F. Strong math and analytical skills.
 - G. Proven problem-solving skills with demonstrated ability to gather, analyze, and interpret information, generate reports and proposals, collaborate with and advise management, and effectively respond to user requests with an emphasis in providing exemplary customer service.
 - H. Skill in training others in the use of software programs.
 - I. Skill in evaluating and analyzing operations and procedures, including prioritizing, scheduling, and coordinating work projects.
 - J. Skill in applying sound business judgment in decision-making.
4. Ability Requirements
 - A. Ability to quickly learn and incorporate new computer software applications and technologies.
 - B. Ability to identify and solve problems quickly, decisively, and independently.
 - C. Ability to establish and maintain effective working relationships with supervisors, coworkers, other employees, and the general public; and to work effectively as a team player.
 - D. Ability to maintain confidentiality.
 - E. Ability to adapt to changing needs and to handle multiple projects simultaneously while managing time constraints and conflicting demands.
 - F. Ability to plan, organize, coordinate, meet deadlines, and follow up with attention to detail.
 - G. Ability to use logic and creativity to develop solutions to requests and problems.
 - H. Ability to stay current on developing technology and its application for HRIS system users.
5. Physical Requirements
 - A. Ability to sit for extended periods.
 - B. Ability to transport oneself to, from, and around the sites of projects, meetings, and presentations.
 - C. Ability to occasionally transport, usually by lifting and carrying, material/equipment weighing up to 25 pounds per load for presentations.
 - D. Fine dexterity to operate computer, calculator, and other office equipment.
 - E. Visual acuity to inspect documents for accuracy.

- F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- G. Ability to occasionally bend, stoop, and reach for supplies, files, etc.
- H. Ability to attend work on a regular basis.

HR: LD	Union: Confidential	EEOC: Admin/Finance	CSB:	Class No:
WC: 8810	Pay: 9A-10	EEOF: Paraprofessional	CC:	Resolution: