

Human Resource Information System Specialist

Classification: HRIS Specialist

Location: District HR Office

Reports to: Human Resource Administrator

FLSA Status: Exempt

Employee Group: (Non-Represented)

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The HRIS Specialist has a primary focus on implementation, support and maintenance of the Human Resource Information Management System. This position serves as a technical point-of-contact for information systems supporting HR planning and operations. Works closely with other subject matter experts to ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities. The Specialist also supports system upgrades, patches, testing and other technical projects as assigned.

Part II: Supervision and Controls over the Work:

Works under the general supervision of the HR administrator who assigns responsibilities and sets goals and objectives. Employee is expected to administer and maintain information systems without the need for assistance other than higher level, external technical support when necessary. Employee's work is evaluated based on quality, reliability and timeliness of information systems support for the performance HR management and operations functions.

Part III: Major Duties and Responsibilities:

HR Functional Analysis: Maintains current knowledge of HR operations and activities, bargaining agreements and contracts, employment related laws and regulations and District personnel and payroll policies. Applies HR functional knowledge in optimizing HR information systems support.

System Maintenance: Assist in the review, testing and implementation of HR information system upgrades or patches. Collaborate with functional and technical staff to coordinate application of upgrade or fix. Maintain system tables. Document process and results.

Production Support: Provide support for HR information system including, but not limited to, researching and resolving system problems, unexpected results or process flaws; perform scheduled activities; recommend solutions or alternate methods to meet requirements. Liaison with third parties and other stakeholders.

Projects/Process Improvement: Recommend process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation. Use project management skills and project management software in managing projects.

Workforce Planning and Forecasting: Applies knowledge of HR information systems and data in extracting and analyzing current, historical, and forecasted data to support strategic workforce planning.

Reports/Queries: Write, maintain and support a variety of reports or queries utilizing appropriate reporting tools. Assist in development of standard reports for ongoing customer needs. Help maintain data integrity in systems by running queries and analyzing data.

Training: Develop user procedures, guidelines and documentation. Train staff members and managers/supervisors/administrator on new processes/functionality. Train new system users.

Collective Bargaining: Participates in collective bargaining assessment, strategy and preparation. Identifies issues for inclusion in the District proposal. Conducts data analysis to determine and support District bargaining positions. Participates in bargaining planning sessions. May participate as a member of the bargaining team for issues specific to payroll.

Research: Maintain awareness of current trends in HR information systems with a focus on product and service development, delivery and support, and applying key technologies. Examine trends in information systems training, materials and techniques. Through classes, reading, CBTs, or other mechanisms, continuously increase both HR knowledge and HRIS application/tools knowledge. Participate in user group meetings/conferences.

Perform other duties as assigned.

Part IV: Minimum Qualifications:

1. Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Demonstrated knowledge of HR functional operations and HR information systems, principles, methods, and practices. Knowledge and demonstrated skill in data and data base management methods and practices.
3. Skill in planning, organizing, and managing workload and priorities.
4. Bachelor degree or equivalent in HR, information systems, or related functions.
5. Requires five (5) years of a combination of professional experience in information systems management and human resource management.

6. Able to work in an environment with frequent interruptions and changing tasks and priorities.
7. Ability to effectively communicate on complex issues with a high level of effectiveness.
8. Able to organize work and set priorities for accomplishing work in a timely and effective manner. Skill in the use of project management applications.
9. Able to work collaboratively and effectively with other staff, employees, and supervisors.
10. Skill in the use of technology hardware and software.

Part V: Desired Qualifications:

1. Experience in a public school setting. Knowledge and experience with state and federal regulations and reporting requirements including Department of Education and teacher licensing board.
2. Experience with District information applications leading the review, testing and implementation of HRIS system upgrades or patches.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform extensive work at a computer display terminal.

The employee may occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.