

HUMAN RESOURCES INFORMATION SYSTEMS ADMINISTRATOR

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult paraprofessional work with the HR Information System in the areas of Strategic Systems Planning, Systems Maintenance, Project/Process Improvement, Training and Deployment, and Reporting. Serves as the system expert responsible for the phased implementation of the HRIS. Performs professional duties in proactively enhancing an effective human resources program.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responsible for the development, implementation and administration of the HR Information System; ensures systems and data integrity; trains users; prepares reports. Assisting with the strategic development, implementation and administration of classification, compensation, training and personnel programs.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops and implements strategic, phased implementation of the HR Information System.
- Troubleshoots, analyzes, detects, identifies, and corrects technical problems and deficiencies.
- Runs scheduled reports and creates reports as needed.
- Identifies opportunities for improving Human Resources processes through information systems changes.
- Develops training curriculum and conducts formal and information training sessions regarding the HRIS.
- Resolves complex technical and process-based problems.
- Serves as liaison between HR, Information Technology Department and the HRIS vendor.
- Ensures the integrity of HRIS data and processes.
- Serves as Project Manager for all HRIS upgrades and projects.
- Responsible for Information System design and oversight for recruiting and new hire processes.
- Responsible for planning and developing HRIS aspects of the performance management and merit programs and processes.
- Responsible for responding to all inquiries but not limited to: HRIS processes and training, employee relations concerns, FMLA, FLSA, Title VII, ADA, policies, benefits and workers compensation questions.
- Responsible for monitoring, analyzing, and recommending solutions to complex problems.
- Maintains a strong communication program for employees to include field visits, information disbursement and effective presentations.
- Conducts human resource related analyses and research and prepare related reports.
- Provides general assistance to the Director of Human Resources related to HRIS.
- Develops graphic presentations utilizing PowerPoint and other appropriate software technology.
- Performs computer functions on P.C. applications for development of meaningful spreadsheets, data analysis culminating in data driven recommendations.
- Performs other HR duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of HR practices and employment laws, procedures, and computer skills; thorough knowledge of departmental functions, organization and policies; thorough knowledge of the HR Information System; thorough knowledge of data analysis tools to include Excel and SQL; comprehensive knowledge of business English and spelling; ability to establish harmonious working relationships with others; ability to work under pressure; ability to organize and perform work independently; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a Bachelor's degree in Human Resource Management, Public Administration, Computer Science or related field and 2 years' experience within the field of Human Resources to include reporting using SQL.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, walking, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is subject to inside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Date _____

Name _____

Signature _____

Date _____

Supervisor _____

Signature _____