

CLASS SPECIFICAION



CLASS: Human Resource Systems Administrator
ALLOCATION: Human Resources
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: December 2018
REVISED:

JOB SUMMARY:

Under administrative direction, oversees the day to day operations of the Human Resources Information Systems (HRIS); responsible for data integrity, maintenance, user access, reporting and training; works with all levels of the organization to evaluate, analyze, design, and maintain HR systems and applications; modifies the existing HRIS to meet changing demands; gathers data and interfaces HR data with other systems; keeps apprised of the changes in the HR industry, payroll administration, State and Federal regulations and the requirements of our customers; leads all technology changes and upgrades to keep the HR department current with these industry, legislative and customer needs; identifies and makes system recommendations to fulfill the needs of the HR department, other county departments and our customers, (the end users); oversees the planning, project coordination, and management of HR technology; provides project management and proposes, develops and executes strategic initiatives for HR Systems.

This is a *stand-alone* classification.

CLASS CHARACTERISTICS:

This position reports to either the Human Resources Director or Assistant Human Resources Director and is characterized by a substantial amount of highly technical, management, administrative, and supervisory functions in support of a departmental unit. This class is distinguished from the Assistant Human Resources Director in that the latter is responsible for multiple human resources functions and exercises overall management responsibility for all departmental activities and functions under the direction of the Human Resources Director. This class is further distinguished from the Human Resources Manager in that it is responsible for human resource functions specific to the administration of human resource systems and payroll administration.

EXAMPLES OF DUTIES:

Essential:

- Administer and maintain HR systems including system access, security configuration, integration with county enterprise systems and maintenance of system tables.
- Ensure all access and stored data is appropriate per federal, state, and local legislations based on privacy laws, negotiated MOUs and County Policies.
- Ensure proper maintenance of system data, values, codes, tables, business processes, reporting relationships, security and interfaces.
- Supervise and evaluate the work of assigned administrative and technical staff; evaluate staff's job performance; provide direction and coaching through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training; offer advice and assistance as needed.
- Provide support to county staff and the HR / Payroll Team, research and resolve HR and payroll system issues, and unexpected results or process flaws. Identify and diagnose system / application errors.
- Successfully manage time; with adherence to pay related and other schedules and deadlines. Provide policy analysis, comprehension and application.
- Technical point-of-contact for the HR / Payroll team, and functional subject matter expert for HR and payroll systems.
- Manage and provide leadership in planning, project and coordination for development and maintenance of HR technology. Manages HR projects, including costs, timeframe, constraints, milestones, and deliverables; tracks project progress and manages expectations through successful project completion and provides contingency plans to assure project objectives are met.

- Propose, develop and execute strategic initiatives for HR systems, including efforts to streamline, integrate and automate HR systems and processes. Facilitate effective, efficient operations to meet current and future HR business needs.
- Develop intermediate/advanced queries in SQL Developer.
- Manage HRIS vendor relationships to ensure the services received meet the needs of the department.
- Implements compensation changes in HR system and ensures compliance of compensation programs.
- Monitors and audits accuracy and integrity of transactions in HR systems to ensure proper interface with benefits, payroll and other systems. Designs and manages dashboards, reports and key performance indicators for HR and payroll data; uses HR analytics and other relevant data to help department leaders make informed decisions; maintains data integrity in HR Systems by regularly analyzing systems.
- Drives value by designing and conducting training programs, developing and delivering communication plans, documenting processes,
- Enhances HR's reporting capabilities by identifying areas for improvement through technical solutions, optimizing business processes and analyzing and interpreting data to assist management with decision making, policy formulation and strategy.
- Creates user guides and desk manuals for reference tools; communicates system changes as needed to ensure all are implementing policies and procedures consistently.
- Utilizes data from the HR systems and other sources and performs moderate to complex analysis and generates reports. Researches, designs and schedules standardized reports or creates ad-hoc reports to support HR department and other consumers.
- Ensures HR systems data confidentiality is maintained; ensures protection of confidential information when working in an open work environment.

Important:

- Act as department representative in emergency or disaster response activities.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices, legal statutes, civil procedures and administrative regulations as related to human resources and payroll administration.
- Principles, practices and laws required to develop, implement, and evaluate human resources and payroll programs.
- Federal, State and County laws, codes and regulations related to human resources and payroll.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Using and applying analytical software, database management software, database reporting software, database user interface, query software, and data mining software.
- Database design, administration, and performance tuning, Microsoft SQL Server
- Database security principles, including administering users and roles.
- System operation and understanding to enable the administration and tracking of all laws, rules, regulations, case law, principles and practices related to employee administration, including CFRA/FMLA and administration and unemployment rules and regulations and other policy application as is necessary.
- Labor negotiations and contracts
- Development and implementation of processes and process improvements.

Skill in:

- Project management.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures and work standards related to assigned operations.
- Motivate, develop and direct people as they work; train staff in work procedures.
- Independently coordinate, oversee and perform complex professional human resources and

payroll work in the area(s) assigned.

- Successfully perform systems implementations, including workflow, configuration, testing, and developing training plans.
- Read and understand Labor Contracts and ensure compliance.
- Administer and configure systems' pay rules and work rules
- Complex report writing skills.
- HR / Payroll system solutions (KRONOS, Workforce Ready, preferred).
- Complete software development/deployment lifecycle - analyze, design, build, test, implement, and support
- Collect data using a variety of methods.
- Plan, organize, supervise, review and evaluate the work of others.
- Define and analyze programs and issues, identify alternative solutions, project consequences of actions and implement recommendations
- Develop and implement goals, objectives, policies, procedures and work standards
- Independently perform professional analytical and programmatic work and carry assigned projects through, from data gathering to completion.
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems. This includes using initiative and independent judgment within general policy guidelines.
- Conduct cost/benefit analysis.
- Select and/or develop training/instructional methods.

Ability to:

- Collaborate on topics that are sensitive in nature, involving many stakeholders with competing interests.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Manage multiple activities in a deadline-oriented environment; highly organized, flexible and rigorous attention to detail
- Apply the necessary technical, system and application skills required to administer existing information systems processes and procedures as well as adopt next generation requirements.
- Work effectively with internal and external customers
- Take on a leadership role on projects with end users.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various worksites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.
- May be required to travel to various worksites or locations within the County.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.
- Payroll deadlines may/will create non-standard work hours

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting and / or credit check prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's degree in a related field. Three years of HRIS or HR generalist experience supporting HR and Payroll systems. At least two years supervisory experience. One year of project management systems experience that includes design, testing and full implementation including end-user training and spearheading change management efforts. Extensive experience developing queries in SQL.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum qualifications, possession of a valid HRIP, SPHR/PHR or SHRM-CP certification, and/or an advanced degree in a closely related field and additional years of professional experience in a private/public sector human resources department and experience with Kronos WorkForce Ready.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: B
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____