

Job Code TBD  
Range L  
August 2017

## HRIS SUPPORT ANALYST

### QUALIFICATIONS

#### A. REQUIRED

- High school diploma or equivalent (GED)
- Associate's degree or higher
- Minimum two years of mid-level data entry/clerical experience with one year in human resources; or one year human resources information systems (HRIS) experience
- Strong working knowledge of computer applications to include word processing, spreadsheets, databases and software applications
- Equivalent combination of education/training/experience

#### B. DESIRED

- Bachelor's degree
- Advanced training with computer software applications/databases
- Prior experience working in an educational setting

### SUMMARY

Performs technical duties of moderate variety in support of Human Resources (HR) and its information systems by providing support in regards to implementation, maintenance and use.

Reports to: Human Resources Manager

### ESSENTIAL FUNCTIONS

- Participates in the development, implementation and expansion of the District's HRIS: human resources management system (HRMS), applicant tracking system and substitute/absence management system
- Solicits and identifies overall needs and functionality of the HRIS
- Researches and provides recommendations in regards to workflow and system enhancements
- Supports HRIS with focus on configuration, set-up and testing
- Audits the HRIS to ensure the integrity of information
- Develops and conducts HRIS related training to system users to include up to date training manuals and materials
- Facilitates and simplifies hiring tasks through automated, real-time, electronic personnel action processes
- Acts as liaison between HR, informational technology (IT) and software vendors
- Addresses special report requests as needed
- Attends meetings and seminars related to HRIS
- Oversees a computerized database of all applicant file information and regularly purges database and files
- Assists with employment-related activities and department initiatives, such as job fairs, as requested

- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs all duties with patience, courtesy and tact
- Performs related duties as assigned, which may include serving as a secondary backup to receptionist for short periods of time, as needed

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to bend at the knee to reach items on the ground
- Ability to reach as needed to plug in computer equipment
- Ability to carry computer equipment as needed
- Ability to multi-task in an office setting
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to clearly communicate, both orally and in writing
- Ability to meet deadlines under time constraints
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity