



HRIS Specialist

Job Description

Department: Human Resources Management
Position: Career Service
FLSA: Non-Exempt
Salary Grade: \$40,482 - \$46,514 Annually
Supervisory: No
Reports to: Compensation & Benefits Manager

Summary

The human resource information systems (HRIS) specialist is responsible to support the maintenance of the human resource management system (HRMS) in addition to other systems supported by the human resource management team. This position serves as a technical point of contact for assigned functional areas and assists subject matter experts with ensuring data integrity, testing of system changes, report writing, and analyzing data flows for process improvement opportunities.

Essential Functions

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

1. Recommend process and customer service improvements, innovative solutions, and policy changes that must be approved by the appropriate leadership prior to implementation.
2. Serve as a key liaison with third parties and other stakeholders (e.g. outside departments, payroll, benefits, and compensation) that use the HRIS.
3. Generate reports and queries information, including writing maintaining and supporting a variety of reports and 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.
4. Develop and conduct training of HRIS processes, including developing user procedures, functionality, guidelines, and documentation.
5. Develop and maintain up-to-date end-user HRIS training manuals and materials.
6. Promote proactive approaches using the HRIS to solve business needs and problems. Negotiate priorities and support requirements with the IT department, functional staff, and with others as appropriate.
7. Respond and resolve help desk inquiries regarding the HRIS.
8. Make recommendations for modification to programs, as needed.
9. Exemplify the desired culture and philosophy of the organization.
10. Work effectively as a team member with the other members of management and the HR staff.

Competencies

1. Business Acumen
2. Communication
3. Consultation

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4. HR Expertise
5. Leadership & Navigation
6. Maintain Confidentiality
7. Relationship Management

Knowledge, Skills, and Abilities

1. Skilled in Microsoft Office Suite
2. Skilled in intermediate reading, writing, and math
3. Skilled in conducting research
4. Ability to maintain cooperative working relationships with others in the workplace and the public
5. Ability to communicate effectively verbally and in writing
6. Ability to maintain files, records, and reports
7. Ability to make decisions free from personal bias
8. Ability to maintain confidentiality
9. Ability to multitask, prioritize tasks, and meet deadlines
10. Ability to work under pressure

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. This role routinely uses standard office equipment such as computers, phones, and photocopiers/scanners. Work requires frequent contact with the public and employees which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. The employee is required to type, file, or lift office supplies up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Position Type/ Expected Hours of Work

The position work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee.

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Travel

This position requires minimal travel.

Required Education and Experience

- 1. Associate’s Degree in Human Resources, Business Management or a generally-related field. Four years work experience in human resources may be considered in lieu of a formal degree.
- 2. One year experience working in a Human Resource environment in benefits and customer relations.

Preferred Education and Experience

- 1. Bachelor’s degree in Business, Human Resources, or generally-related field.
- 2. Professional in Human Resource Certification (PHR) or SHRM-Certified Professional (SHRM-CP).

Additional Eligibility Qualifications

- 1. Current HR certification (see above) or ability to obtain certification within one year of employment.
- 2. Must pass a typing test at or above 35 WPM net.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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