



Position Summary

Manages the Human Resources Information Systems (HRIS); provides complex technical support and assistance to, but not limited to, the following functions: Employee and Labor Relations, HR Operations, Benefits, School Services, Staffing, HQ, Leave, Risk and Recruitment. Serve as the HRIS systems administrator for various software packages for the department such as Lawson, Aesop, Laser fiche, and all others to be implemented in the future. Serves as the Human Resources Department liaison to the Financial Services department, and the Computer Information Services department on continued collaboration, development, modification, and upgrades of the HR/Payroll software for the Lawson business system and others as indicated above. Prepares custom database queries and statistical data reports in response to public records requests and other internal/external requests. Project manages key HR modules and processes such as staffing, sick leave, workers compensation, HQ, end-of-year closure, start-of-year rollover, coaching module, etc. Promotes and assists the Human Resources Department in identifying, developing and implementing sustainable on-line operational process aimed at increased efficiencies.

Supervisory Relationships

The position reports directly to the Director of Human Resources. This is a professional level position and therefore does not directly supervise staff. However, this position may collaborate with staff and direct identified assignments for timely implementation of projects indicated above.

Essential Functions

- Provides guidance to HR administration on the most efficient and effective use and capabilities of the software to include, but not limited to, Lawson, AESOP, Laserfiche, etc.
- Act as the primary systems administrator of the HR operations systems such as Lawson, staffing module, HQ module, leave module, etc., and the substitute dispatch system (AESOP). Provides instruction, guidance, and training to staff as appropriate. Provides appropriate support to end users.
- Perform troubleshooting within the HR department when a user is having difficulty using an HRIS system. Responsible for troubleshooting system issues with consultants or directly with the vendor as needed.
- Project manage the following functions including, but not limited to: staffing, leaves, workers compensation, highly qualified, electronic scanning, filing, storage and retrieval, coaching, end of year closure, start-of year rollover, benefits, etc.
- Oversees and coordinates electronic archival of human resources documents and data in accordance with departmental and District policy, and federal and state mandates.
- Ensures timely completion of all state and federally HR mandated reports including but not limited to: ODE Staff Assignment, ODE Staff Position and EEO Reporting.
- Have an in-depth understanding of the configuration and data set-up tables of the Lawson HR/Payroll system and how these tables affect how transactions are edited and processed through the system.
- Analyzes human resource systems needs and identifies methods to manage information and processes with greater efficiency and reliability consistent with department and District goals.



HUMAN RESOURCES INFORMATION SYSTEM ANALYST II

Presents system needs to Director of Human Resources and collaborates with Human Resources staff to strategize systems solutions and solicit input on systems issues.

- Serves as primary department liaison to Computing and Information Services, Financial Services Department, and other departments regarding human resource information systems-related issues. Represents the department when new systems are developed or when current systems are modified. Identifies long-term systems approaches to meeting the District's human resource management information processing needs and works closely with systems analysts, computer business system analysts and developers to design systems that are flexible to meet changing District and departmental needs.
- Oversees and actively participates in the design and testing of new systems, automated processes and reporting tools. Designs testing scripts to adequately test system functionality. Conducts unit and system testing to ensure proper functioning of systems.
- Identifies changing systems needs due to legal or contractual changes. Responsible for coordinating staff from multiple departments to ensure the timeliness, accuracy, and efficiency of implementation.
- Develops management reporting tools used by departmental customers.
- Provides formal training and ongoing technical guidance in the use of reporting and querying tools and in the general use of systems.
- Analyzes the flow of information system data and develops internal procedures for staff to facilitate the timely and accurate update of employee information records. Identifies necessary changes in business processes to ensure efficient workflow and the best utilization of system capabilities to fit the District's business needs.
- Researches and evaluates complex human resource issues; develops effective solutions and options; develops costing and implementation proposals.
- Manages employee records for the District, including ensuring compliance with legal requirements. Responds to public records requests for employment records.
- Provides policy guidance and technical direction as necessary to staff responsible for reviewing personnel actions.
- Analyzes the effectiveness of policies based on actual organizational practices. Advises department on the application of District policies as they impact personnel actions. Provides feedback to Director of Human Resources on application of existing policies and makes recommendations for policy revision.
- Oversees the preparation of statistical reports and the setup and maintenance of a variety of systems tables.
- Participates in strategic planning for human resource functions and services; recommends goals and objectives and oversees and/or participates in the development and implementation of human resources policies and procedures.
- Develops and implements short and long-term HRIS work-plans, and sets priorities.
- Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of:

- Human resources management principles and practices in all human resources programs.



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- Federal and State employment laws and regulations such as Civil Rights, EEO, ADA, FLSA, State Wage and Hour Law, FMLA.
- Human resources and payroll computer based systems. Principles and practices of effective project management.
- In-depth administrative knowledge of at least one complex HRIS software package, preferably the Lawson software system.
- Advanced knowledge of spreadsheet and database applications, data query tools, word processing software, electronic mail and Internet search tools.
- Working knowledge of relational database design principles and standard system practices regarding use of production and test environments.

Skill in:

- Understanding department needs and finding data-driven solutions in areas of assignment.
- Streamlining applicable processes and workflows.
- Database design and manipulation in a human resource environment.
- Hardware and software troubleshooting and support.
- Leading diversity and equity efforts in areas of responsibility.
- Effectively communicating technical information to non-technical audiences or users.

Ability to:

- Analyze information systems needs based on Human Resources policies and practices.
- Extract information from systems, as needed, by using data query, reporting tools, and standards business applications.
- Troubleshoot problems with automated programs and reports and work with programmers to correct problems.
- Prepare complex reports and exhibits by developing design of report, identifying sources of data, extracting data from various sources, interpreting data and presenting accurate information in an understandable format.
- Prepare detailed cost analysis.
- Understand systems' database design and relationships among data.
- Advise other Human Resources staff in methods to obtain system information and provide guidance in report preparation.
- Provide formal and informal training on a variety of issues, such as compensation policies, personnel actions and system use.
- Analyze, interpret, summarize, and present administrative, contractual, statistical and technical information and data in an effective manner.
- Evaluate issues and develop alternatives; present proposals and recommendations clearly and logically.
- Establish and maintain cooperative working relationships with staff across the organization.
- Effectively work with and respond to people from different cultures or backgrounds.
- Work effectively with both technical and business operations work groups.
- Exercise discretion in dealing with sensitive, complex and confidential human resources issues and employee situations.



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- Manage diverse and frequently conflicting priorities.
- Communicate effectively both orally and in writing.

Minimum Qualifications Summary

Experience

- Three (3) years of progressively responsible professional experience in human resources management including experience with human resources information systems (HRIS).
- Two (2) years experience in development and implementation of human resources information systems and/or payroll computer based systems.
- Ability to pass a police/FBI background check.

Education

- Bachelor's degree or equivalent from an accredited college or university in human resources, business or public administration, computer science or a related field.

Preferred Qualifications

- Master's degree in related field preferred.
- Work experience in public sector Human Resources preferred.
- Knowledge of Lawson HRIS desirable.

Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.

Work Environment

Incumbents work in a fast-paced office environment and may be required to work overtime and weekends as needed.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 6
Work Year	12 Months
Revised by	Dr. Celia Feres-Johnson – <i>Director of Human Resources</i>
Last revised	June 21, 2011