



Job Title	HRIS Specialist	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 months
Zone	5	Job Code	18428

Class Specification – HRIS Specialist

Summary Statement:	
<p>The purpose of this position is to perform administrative and system duties in support of the Human Resources Information Systems. This position will administer and maintain databases to include performance management, learning management, recruiting, PeopleSoft and staffing. Processes a variety of reports and statistical summaries of employee skills, payroll information and other information.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Serve as the administrator and SME for HRIS (Human Resources Information Systems). This will include daily staffing updates and transfers. Troubleshoot daily issues and assist employees and supervisors with questions as the main point of contact. Train employees and supervisors on system capabilities and best practices. Train other HR personnel as backup support for the system. Coordinate system updates and issue resolution with staffing software consultants. Query and audit the system for errors and updates. Run reports for review by HR supervisors and manager. Coordinate with special events, court liaison and shift pick committee to ensure system is set up appropriately for daily, weekly, monthly and annual activities.



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20%	Process PeopleSoft employee actions with proper coding and field completion on Personnel Action Forms (PAFs). Complete all components of employee transfers, personnel changes and schedule changes across HR systems ensuring consistency, completeness and accuracy. Update and maintain staff directory.
20%	Perform audits across the three HR Information Systems to ensure accuracy, in addition to review of staffing rosters, position management and directory. Work with HR supervisors on specialized projects and programs. Ensures policies and procedures are followed.

Competencies Required:
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.



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Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to completion of twelfth grade (high school diploma or GED)

Experience: Three years full time human resources experience to include 1 year of experience in HR systems or databases.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.



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Supervision Received:
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
 This job title has no budgetary responsibility.

Physical Demands:
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft Office, PeopleSoft, NeoGov and Orion Staffing Software

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: June 2020