

## Job Class Specification

Title:	HRIS Analyst
Job Code:	415000
Bargaining Unit(s)/Grade:	Non Represented / Grade 9
FLSA Status:	Exempt
Safety Sensitive:	No
Competency Model:	Individual Contributor
Career Family:	TBD

### **Summary**

The HRIS Analyst is responsible for evaluating, analyzing, and maintaining the PeopleSoft HRMS system. Position is involved in the day to day tasks of the HRIS department and works with end users in report writing, system troubleshooting, table maintenance, and high level data audits. Position will develop and execute test scripts for system updates, fixes, upgrades, and enhancements. Position is involved in the analysis, design, and documentation of business processes. Position will lead activities relating to components of larger HRIS projects.

### **Essential Responsibilities\***

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Collaborates with functional users and technical resources to develop and redesign business processes that align with the delivered functionality within PeopleSoft.
- Actively participates in system enhancement and upgrade efforts.
- Will lead activities relating to testing, training, and support phases of upgrades and new implementations, as well as other HRIS projects.
- Serves as the PeopleSoft Security Administrator.
- Act as a liaison between functional users and IT Developers.
- Gathers and analyzes data to provide specifications to IT for system modifications and interfaces.
- Identifies and analyzes data related issues in PeopleSoft and recommend solutions. Assists and resolves production related issues.
- Creates reports using PeopleSoft Query Tools.
- Develops and executes test scripts for PeopleSoft maintenance or upgrades. Conducts unit/system testing.
- Maintains, audits, and updates various tables within PeopleSoft.
- Works with HR/Benefits/Payroll staff to correct and resolve data/set up/configuration issues.
- Communicates system changes to impacted end users.
- Interacts with cross-functional teams where system interface activity may occur.
- Provides data and recommendations to management that will be used in the collective bargaining process.
- Work direction/lead work responsibilities: This position provides guidance to staff as it relates to work assignments and training.
- Other duties assigned or apparent.

## **Qualifications**

Education	Two-year college/vocational degree in technology field, Human Resources, Business Administration or related discipline.
Experience	Three years of experience in HRIS system analysis or application programming. (PeopleSoft or like software Oracle, SAP or Lawson). One year experience with functional systems in HR/Payroll or Benefits may count toward the minimum experience requirement. Must have experience participating on one HRIS upgrade (preferably PeopleSoft). (Additional relevant experience may be substituted for degree requirement).
License Requirements	None.

### Knowledge, Skills and Abilities Required:

Technical	Technical knowledge in evaluating, analyzing, designing, and maintaining HRIS systems. Knowledge and familiarity with a variety of the field's concepts, practices, and procedures. Solid project management skills and ability to track and develop project status reports.
Computer	Proficiency with spreadsheet and word processing programs. Ability to create complex ad-hoc reports. Desire skills with MS Project.
Language	Level 4. Ability to read, analyze and interpret professional journals, technical procedures and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of customers or clients.
Math	Level 3. Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.
Human Relations	Level 1. Requires the skill to provide basic client services to the public and other agencies within the organization. Requires tact, courtesy and cooperation in dealings with others where the primary purpose is the exchange of information. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

## **Work Environment**

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

## **Physical Requirements**

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

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\* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History: 1-06