HUMAN RESOURCES INFORMATION SYSTEMS (HRIS) MANAGER
(Range 125)

DEFINITION

Under direction, the Human Resources Information Systems (HRIS) Manager provides analytical and technical support to the Human Resources Department. This includes, but is not limited to: maintaining quality and consistency of HRIS database information; ensuring personnel actions are in compliance with current Human Resources policies and guidelines; providing HRIS technical support to Human Resources and other District staff; coordinating with Information Technology and the user community to identify areas of improvement, recommend changes, and implement functional solutions for existing systems. As part of the Human Resources team, this position also provides general Human Resources support as needed.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Human Resources Director.

Exercise supervision over assigned subordinate Human Resources staff.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1.   Develops, designs, builds, tests, implements, maintains and enhances HRIS tables, codes, and security.

2.   Maintains quality and consistency of HRIS database information specifically the Organization Management (OM) and Personnel Development/Management (PA) SAP modules. (The District currently utilizes Kronos Workforce and Halogen).

3.   Troubleshoots, analyzes, detects, identifies and corrects technical problems and deficiencies. Provides HRIS technical support to Human Resources and other District staff.

4.   Ensures personnel actions are in compliance with current Human Resources policies and guidelines, as well as pertinent federal, state, and local laws, codes, and regulations.

5.   Runs scheduled reports and creates reports as needed.

6.   Participates in the development of, and advises management on, information technology strategy and technology deployment.

7.   Functions as Project Manager for HRIS upgrades and projects.

8.   Develops and maintains applicable service agreements.

9.   Coordinates the resolution of vendor problems.

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10. Serves as liaison among HRIS, Benefits, Human Resources, Recruitment, Payroll and Finance areas with regard to operations and the HRIS.

11. Resolve a wide range of routine and non-routine issues and difficulties.

12. Exercise decision making skills.

13. Utilize personal computers, the Internet, and e-mail.

14. Operate office equipment including, but not limited to: copy machine, telephone, and facsimile machine.

Marginal Functions:

1. Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Various computerized information process flows and impact between the HRIS, Benefits, Human Resources, Payroll and Finance areas; database structure, operations and administration; report development, coding and design.

2. Pertinent federal, state, and local laws, codes, and regulations.

3. Database implementation and development life cycles.

4. Business system applications; principles and techniques of systems quality assurance and control.

5. Trends in human resource information systems.

6. Research methods and statistical data analysis techniques.

7. Basic accounting methods and techniques and the principles of budget administration and control.

8. Library District and Department policies and procedures, terminology and functions.

9. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Read, interpret and apply complex technical documentation and use troubleshooting and analytical skills.

2. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.

3. Understand, interpret, explain and apply District policies and procedures and applicable local, state and federal legislation and regulations.

4. Exercise independent judgment and initiative within established guidelines.

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5.   Represent the District effectively in dealings with vendors and third-party administrators on a variety of administration issues.

6.   Prepare clear, concise, accurate and persuasive communications pieces, reports, correspondence, analytical studies and other written materials.

7.   Make effective presentations before employees, committees, boards and other groups.

8.   Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resources issues and employee situations.

9.   Stay abreast of trends and best practices in the areas of HRIS administration.

10.   Establish and maintain effective working relationships with all levels of District management, employees, union representatives, vendors and others encountered in the course of work.

11.   Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

   --standing, walking, or sitting for extended periods of time;

   --bending, reaching, stooping, and pushing;

   --lifting and carrying;

   --operating assigned equipment.

12.   Maintain effective auditory and visual perception needed for:

   --making observations;

   --communicating with others;

   --reading and writing;

   --operating assigned equipment.

13.   Use personal computers and associated software and general office equipment.

Training and Experience:

Bachelor's Degree in Human Resource Management, Management Information Systems or a closely related field. Four (4) years of progressively responsible and difficult professional experience in Human Resources and/or Information Technology (Database Administration); or an equivalent combination of closely related education, training and work experience.

Desirable experience: Experience working with Kronos Workforce and Halogen Evaluation systems.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

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Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, or frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and standing, or sitting for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: **EXEMPT**

CBA: **NONE**

DEVELOPED: **December 19, 2014**

REVIESED: **MARCH 13, 2018**

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