



HRIS Administrator

Class Code:
5028

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: February 3, 2023

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Job Description:

Under general direction, the HRIS Administrator plans, implements, directs, coordinates, and manages projects and activities of major significance to the development and delivery of court programs and services, including the setup, configuration, development and maintenance of all Workday and HRIS-related data, complex reporting, and integrity of employee information; and performs other related duties as assigned. This position supervises two exempt staff assigned to the HRIS unit within the Human Resources Division and reports to the Director of Human Resources.

The HRIS Administrator is an experienced, skilled systems administrator who manages, leads, and defines Workday HR and Payroll systems implementation, configuration, security, reporting, support, and data management, in support of HR and Payroll activities, policies and practices.

EXAMPLES OF DUTIES:

Examples of Essential Job Duties:

Note: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level.

1. Leads Workday HCM and Payroll projects, including strategy, implementation support, and system optimization related to Court operations, business processes, security, and data integrity for Workday and other HRIS applications; performs functional testing on all aspects of enhancements, modifications, new processes, and related HR system changes.
2. Plans, designs, develops, tests, deploys, delivers, and maintains HRIS Workday integrations, apps, dashboards and reporting across all Workday modules, including but not limited to HCM, Payroll, Benefits, Time Tracking and Recruitment.
3. Leads Workday release implementations, identifying enhancement opportunities and impacts

associated with new release features/functionality; updates, manages and directs the roadmap for all Workday updates and initiatives.

4. Designs, implements, and maintains Workday systems security access policies, processes, and procedures for restricted and non-restricted user access; creates and maintains related documentation.

5. Investigates and resolves complex system-related issues and quickly escalates to management upline to ensure efficient resolution; effectively manages staff and resources in support of project cost containment.

6. Serves as a subject matter expert for the Workday platform, including as the Workday technical specialist to build relationships with key business users and third-party vendors as needed to ensure that the services and solutions provided meet current and future business needs.

7. Provides experienced technical input in the selection of optional features by staying engaged on Workday Community to understand current trends and upcoming feature updates.

8. Analyzes and audits data to ensure accuracy and to manage issues to resolution; makes direct updates where applicable.

9. Troubleshoots and updates all Workday modules; configures and makes changes in Workday Tenant to improve user experience and/or satisfy business requirements.

10. Gathers business requirements from stakeholders and represents the HR team in design and modification efforts in collaboration with internal IT staff.

11. Creates and maintains documentation of Workday business processes and workflows and ensures they are up to date.

12. Performs and oversees the performance of full Workday platform or tenants, including integrations, EIBs and custom object development.

13. Designs, documents, implements, and monitors ad hoc and ongoing reports in HR and Payroll systems to ensure they accurately reflect internal business requirements and capture required data for Court business needs.

14. Facilitates sessions for education and training; creates and oversees the creation of job aids, training videos and other resources in alignment with effective change management practices.

15. Manages inter divisional teams, and complex projects and studies; participates on and coordinates committees and task forces.

16. Develops and revises court policies and procedures.

17. Acts in the absence of the Division Director of Human Resources as required.

18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a bachelor's degree from an accredited college or university.

And

Experience:

Five (5) years of professional level systems experience, including at least three (3) years of experience with Workday, specifically HCM, Payroll, Benefits, and Recruiting modules. Experience with a minimum of 1-3 Workday implementation projects in HCM and/or Payroll. Workday Pro certification (Or the ability to obtain Workday Pro certification in Workday HCM and Payroll within 6 months of hire).

Additional qualifying experience may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying work will be considered equivalent to 30 semester units / 45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Detailed understanding of Workday module functionality
- Strong working knowledge of HRIS systems, security, and complex reporting tools, including writing reports and tracking compliance
- Strong oral and written communication skills.
- Proven record of prioritizing and handling multiple tasks and projects in a fast-paced environment.
- HRIS administration, implementation, and maintenance
- HR functional areas and processes
- Project management and change management
- Workflow analysis
- Statistical and research methods
- Supervision principles and practices, including planning, organizing, directing, reviewing, and evaluating staff

Ability to:

- Be highly organized, team-oriented, and flexible
- Consistently demonstrate a high degree of initiative and timeliness in delivering work output
- Execute work tasks with strong analytical abilities to solve complex problems
- Demonstrate excellent oral and written communication skills and strong interpersonal skills
- Present and discuss strategies and technical information while communicating effectively with technical and non-technical users
- Maintain strict confidentiality
- Demonstrate discipline to work with highly confidential information and the ability to critically analyze data input/output for accuracy and effectiveness
- Learn, interpret, and apply employee labor agreements and state and federal laws pertaining to employment, health and welfare benefits programs and payroll functions and processes
- Maintain the confidence and cooperation of Court officials, employees, and the public
- Collect, interpret, and evaluate a variety of narrative and statistical data
- Develop and write procedures, correspondence, and narrative and statistical reports
- Exercise sound independent judgment and discretion
- Plan, assign, supervise, review, and evaluate the work of professional staff
- Promote personal and professional growth for self and others
- Provide the highest level of service delivery to diverse customers
- Manage special projects and programs
- Produce accurate work under pressure with frequent deadlines