



HRIS Analyst

Class Code:
5004

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jan 12, 2017
Revision Date: Jan 12, 2017

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Job Description:

Under general direction, perform a variety of data input, retrieval, analysis, and development duties in support of the Court's Human Resources Information Systems (HRIS) and Payroll systems; serve as a technical resource to Court staff, prospective employees, and external stakeholders in the compilation and dissemination of information through the Court's HRIS systems and Payroll systems and modules.

Distinguishing Features:

This is a journey level classification that provides technical, analytical and administrative support to the HR and Finance Divisions, and performs a wide variety of HRIS and Finance systems data analytics and support, as well as technical and analytical support on a variety of personnel and Payroll programs. Employees at this level are subject matter experts in HRIS and Payroll modules and software and hold responsibility for data integrity, testing and implementing system changes, patches and fixes, report writing and developing data flow analyses for process improvements. Employees in this classification assume the more complex activities involved in data management.

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. Input and retrieve a variety of pre- and post- employment data into the HR, benefits and payroll modules of the court's HR information systems.
2. Compile and maintain a variety of queries, reports, dashboards, records, and logs; establish and maintain data and record filing systems.

3. Assure the integrity of system data; review information input into HRIS modules for accuracy and completion; run reports to verify data; adjust and correct within the system as appropriate; inform originators of discrepancies and of need to redo submittals as needed.
4. Perform regularly scheduled reviews and audits of employee information; complete data corrections as needed.
5. Provide human resources technology expertise to court managers, supervisors and staff regarding human resources matters; assist and participate in developing user training guides on applicable areas of HRIS technology software.
6. Assist in processing personnel transactions in the HRIS, including new hires, transfers, promotions, resignations, and retirements.
7. Implement and oversee the Position Control module of the court's HRIS; create new positions, update existing positions, and inactivate dormant positions.
8. Lead system administration, HRIS business process configuration and improvement, documentation and training activities.
9. Serve as liaison to Finance and the Office of Information Technology (OIT). Project manage HRIS upgrades and projects in partnership with Finance and OIT, including managing project team activities, tasks, deliverables and timelines.
10. Develop and maintain HRIS tables, codes, workflows and security permissions. Perform mass data updates, exports, imports, clean-up and research to assure system and information accuracy.
11. Work with division staff to identify on-going needs; analyze systems and create database tables and system configurations to enable entry and extraction of data in user-friendly formats; engage Division leaders in conversations regarding system needs and opportunities to improve user experience and promote user adoption.
12. Troubleshoot problems and issues of concern with software and data output; assist in the review, testing and implementation of system upgrades and/or patches; participate in cross-functional teams within and beyond the division to assure smooth integration of data and information.
13. Assist in development, review and revision of human resources written policies and procedures.
14. Conduct formal and informal end user training on system functionality and reporting tools, and leverage technology to promote automated, self-service reporting.
15. Perform Human Resources functions and other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college or university in Human Resource Administration, Business Administration, Computer Science, Information Technology or a closely related field.

And

Experience:

The equivalent to two years of full-time experience as a functional or project lead supporting HR information systems. HR experience is highly desirable.

Substitution:

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

Physical Demands:

Physical demands include walking, standing, sitting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal; hearing, listening and speaking to communicate with the public and court staff; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; moving from place to place within an office or other court location; and reaching for items above and below desk level.

Working Conditions:

Video display terminal is used on a daily basis. Attend meetings, respond to emails, and engage in work as needed outside of normal business hours. Work occasional evening and weekend hours. Travel may be required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic principles, practices and terminology related to payroll processing; laws and regulations affecting payroll practices, including FLSA requirements.
- HRIS administration, implementation, and maintenance.
- Human Resources functional areas and processes.
- Report generation and compliance tracking.
- HRIS management software and tools.
- Database, word processing, spreadsheet, applicant tracking, and presentation software programs.
- Basic accounting, budgeting and payroll concepts and terminology.
- Report preparation and presentation methods and techniques.

Ability to:

- Understand and apply payroll record keeping practices; determine proper accounting codes and classifications for transactions; interpret and apply payroll policy and negotiated employee agreements.
- Analyze and resolve moderately complex problems and use independent judgment.

- Partner collaboratively and communicate effectively in a team environment; act as a technical liaison with the Finance and OIT Divisions.
- Demonstrate proficiency in developing queries and reports, and present data analysis in a succinct and user-friendly format.
- Present and implement best practices regarding the court's HR information systems.
- Research and resolve technical issues in a timely manner.
- Learn, interpret and apply court collective bargaining agreements, health and welfare benefits programs and payroll functions and processes.
- Train end users on technology applications, processes and procedures.
- Read, interpret, implement and communicate a variety of complex laws, guidelines, initiatives and policies.
- Perform multiple complex duties simultaneously with constantly changing priorities and deadlines.
- Demonstrate a strong customer service orientation.
- Maintain confidentiality and demonstrate discretion, initiative and good judgment.
- Assure efficient and timely delivery of program services, projects and activities.
- Understand and interpret stakeholder requirements and translate into meaningful metrics/reports.
- Use a variety of technologies and software programs, such as Microsoft Office Suite, a variety of HR information systems, payroll modules and other software programs.