



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:
 The purpose of this position is to perform administrative and system duties in support of the Human Resources programs and City departments. This position provides HRIS software support for general City, as well as, assisting Fire and Police when needed; provides training for Human Resources Contacts (HRC); administers databases to include performance management and background checks; provides unemployment coordination; hiring and onboarding procedures; provides pre-employment assessment; performs personnel file records retention in compliance with regulations; and provides backup for the benefits and wellness team.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
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.
40%	Processing HRIS software employee actions by assisting HRCs with proper coding and field completion on Personnel Action Forms (PAF) to include salary increases; advising managers on PSHR processes, policies, and procedures; performing daily, weekly, quarterly, and annual queries and reports; assigning user roles to set up Employee Self Service for new employees; assisting Information Technology with testing of software system upgrades; managing personnel events processed through BAS activity; maintaining position management from a budget perspective; and providing training to new employees and backup for hourly processors.
25%	Providing onboarding as well as pre-employment assessment coordination; requiring working knowledge of policies and procedures and state and federal employment laws as they relates to hiring and recruiting; and coordinating with the Occupational Health Clinic to set up out-of-town and state drug tests. Working with Human Resources managers addressing questionable background investigation results and informing HRCs if the candidate passes pre-employment assessments. Coordinating with City departments in assisting new hire candidates in HRC's absence; and providing timely and accurate handling of sensitive information.



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10%	Utilizing systems for federal I-9 verification, background investigations, and performance management software; assisting with unusual employment verification issues; answering performance management questions for self-raters; and creating training documents.
10%	Working with and advising managers and hiring supervisors on Human Resources projects, programs, and hiring processes to ensure policies and procedures are followed.
15%	Providing training for new and existing HRCs; assisting with special projects to include hiring elected officials and election judges; providing point-of-contact for the HRCs to assist them with questions; and writing and maintaining procedure and query manuals.

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.	
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.	



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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 the completion of twelfth grade (high school diploma or GED).

Experience: Three years full-time human resources HRIS experience.

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

Certification required in accordance with standards established by departmental policy.

Supervision Exercised:
Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

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



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

Specialized Computer Equipment and Software: Microsoft Office, specialized software for background check vendors, and specialized HRIS 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: December 2015