



Position Title:	HRIS Analyst		
Reports To:	Director Compensation, Benefits and HRIS		
Department:	Division of Human Resources	Job Code:	3335-00E
Prepared By/Date:	Patricia R. Schwartz/11-19-2007	Job Group:	PENC
Approved By/Date:	Martha Arrieta/12-13-2011	Salary Grade:	14
Revised:	Martha Arrieta/12-13-2011	FLSA Status:	Exempt

Summary:

The HRIS Analyst provides technical support of all facets of HRIS systems and/or the Division of Human Resources web site. These functions are performed under general supervision of the Director Compensation, Benefits and HRIS.

Essential Duties and Responsibilities:

- Develops concepts and maintains standards for the operation of the HRIS systems and/or HR website within overall goals and parameters established by senior management
- Serves as primary source for first level technical advice, guidance, and support to the Division of Human Resources staff in the utilization of HRIS systems, hardware, and software applications
- Participates in the testing and troubleshooting of HRIS systems and/or the Division of Human Resources website
- Analyzes end users data needs and develops user-oriented solutions, which interface with existing applications
- Acts as key technical liaison between the Division of Human Resources and Information Technology (e.g. Applications Development, Telecommunications) computer systems analysts and/or College web site administrators
- Provides technical expertise, problem resolution and support in the design and development of specialized human resources queries and reports in a range of computer programming and software application formats (to include HTML, SAS, and Excel)
- Develops and coordinates the management of specialized databases for internal monitoring, tracking and evaluation purposes
- Ensures effective security access to personnel data to maintain continuity of operations and safeguard data integrity

Mainframe Specific Duties:

- Follows coding, source code control and document management standards
- Generates complex mainframe reports based on specific time lines, including but not limited to, faculty seniority, FRS seniority, personnel lists for use during hurricane season, and tracking of performance review and contract reports
- Creates files from HR system records used for upload to College myMDC.com, Personal Records for annual salary notifications and professional contracts
- Produces ad hoc, simple to complex, mainframe reports on a routine basis as requested by Human Resources administrators and staff as well as College Community administrators

Web Specific Duties:

- Establishes and maintains the Human Resources website directory structures, configuration files and content files
- Coordinates, integrates, and oversees information contributed to the Human Resources website
- Monitors, analyzes, and evaluates system utilization to ensure appropriate and efficient use of applications
- Audits computer workstation adherence to College standards and takes remedial action as deemed appropriate
- Performs ongoing evaluation of website software and hardware to ensure the continued and future effectiveness and efficiency of the website, and makes recommendations for requests to enhance or replace existing hardware and/or software
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of computer programming applications or systems programming techniques.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate effectively at all levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree and nine (9) years experience in computer programming and software application formats (to include HTML, SAS, and Excel).

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name