



Position Title:	HRIS Support Specialist	
Reports To:	Director of HRIS/Project Management	
Department:	Division of Human Resources	Job Code: 4189-00E
Prepared By/Date:	Patricia R. Schwartz/10-2007	Job Group: SNE
Approved By/Date:	Patricia R. Schwartz/10-2007	Salary Grade: 10
Revised:	Jennifer C. Brito/4-30-2009	FLSA Status: Non-Exempt

Summary:

This is advanced clerical, human resources work of a complex nature in the Division of Human Resources Office. Provides support in researching and resolving human resources information system (HRIS) related issues, as well as guidance, coordination and support in the effective and consistent application of the department's policies and practices. General supervision is received from a manager who reviews work procedures and output for accuracy and through general observation of the work.

Essential Duties and Responsibilities:

- Provides support to Director in researching and resolving HRIS issues; recommends solutions or alternate methods to meet requirements; and assists in maintaining system tables.
- Audits system entries and/or HR procedures and processes; takes remedial action as deemed appropriate.
- Resolves and assists in the resolution of policy-related, process-related, or procedural problems and/or inquiries received from department representatives or employees using existing database and/or spreadsheet applications.
- Coordinates and monitors the continuous improvement of HR procedures and processes of the work requirements of the unit as assigned by the Director.
- Creates reports for internal monitoring, tracking and evaluation purposes of HR processes; prepares documents and composes routine correspondence, as required.
- Assists Director in research and resolution of issues related to preparation of reports to State and Federal agencies, as well as to internal HR and external College departments.
- Researches records and prepares faculty banked point audits to ensure accuracy of information recorded in the faculty management system (ASTRA); and processes final banked point payouts for faculty separating from the College.
- Processes teaching experience verifications for certification renewals.
- Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

Knowledge, Skills and Abilities:

- Knowledge of basic personnel/human resources theory and principles.
- Knowledge of word processing and spreadsheet applications.
- Knowledge of state and federal laws regarding recruitment/employment and general personnel practices
- Effective communication, negotiation, follow-up and organizational skills
- Possess skill in Microsoft Office applications (Word, Excel, Access, PowerPoint)
- Excellent interpersonal, verbal and written communication skills
- Ability to successfully interact with all levels of management and employees
- Ability to maintain confidentiality of sensitive personal information of applicants, employees,

and former employees and other matters affecting employee relations

- Ability to follow oral and written instructions.
- Ability to write routine reports and correspondence.
- Ability to effectively collect, and prepare human resource statistical data.
- Ability to speak effectively before groups of customers or employees of an organization.
- Ability to communicate effectively with employees and handle confidential/ sensitive information efficiently
- 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.

- Associates of Arts degree in related field from two-year College or technical school and four (4) years of experience in responsible in any human resource discipline or equivalent combination of experience and education.
- Experience in data entry using HR systems essential

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name