

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Human Resources Information Systems Analyst</b>	<b>E-TEAM</b>
<b>CLASS TITLE:</b>	<b>Human Resources Analyst</b>	<b>SG:12</b>
<b>DEPARTMENT:</b>	<b>Human Resources</b>	<b>CS:N</b>
		<b>FLSA:N</b>
		<b>EEO4CODE:PR</b>

#### **JOB SUMMARY:**

The primary focus of the Human Resources Information System Analyst is the support and maintenance of the primary Human Resources Information System (HRIS) and other information systems for the Human Resources (HR) Department. The HRIS Analyst works collaboratively to carry out complex work managing and supporting the City Payroll and Human Resource Information Systems. Serves as a technical point-of-contact and works with assigned subject matter experts for functional areas in Human Resources and Information Technology Services to ensure efficient maintenance and operation of Human Resources systems, to provide for optimum functionality, to ensure data integrity and security, to provide useful reports, to assist with budgeting and forecasting for labor relations, and to analyze data flows for process improvement opportunities. Maintains Payroll and Human Resources systems data. Organizes and assists with systems upgrades.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Human Resources Director. Works independently under general supervision and the guidance of applicable federal, State and local statutes, regulations, policies, procedures and contractual agreements. May receive guidance from and coordinate work with other Human Resources Analysts. May serve as lead on assigned projects, including assigning work to project team members, providing feedback and input into performance appraisals. May supervise interns, work study students and volunteers.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. **Project Management And Process Improvement** : Acts as project manager or team leader for the development of new or revised Human Resources systems, processes and related procedures. Develops implementation and communication plans. Drafts or revises related policies and procedures. Assigned lead responsibilities on an on-going basis for management of Human Resource Information Systems, including annual program planning and budgeting responsibilities.
2. **Process Improvement**: Recommends process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation. Serves as a key liaison with third parties and other stakeholders (e.g. Payroll). Uses project management skills in managing projects. May provide overall project management for a given HR initiative.
3. **Position Control And Wage Administration**: Maintains job, position, and assignment data within the Payroll and HR Information Systems. Works with Budget, HR and City Departments to

maintain accuracy and currency of authorized positions, assignments, wage placement and wage tables in the system.

4. Data Access and Security Management: Manages access to Human Resources data by establishing access criteria and security policies and procedures, authorizing access in accordance with criteria and maintaining records of access authorizations and non-disclosure agreements. Provides direction to Information Technology staff on system security configuration and setup of individual access.
5. Systems Maintenance And Support: Develops plans and leads staff on the testing and implementation of system upgrades and modifications. Works with Information Technology staff and systems vendors to identify and implement upgrades. Assures modifications and upgrades are successfully tested before implementation to the live environment. Reports systems issues to systems vendors and works with vendors to resolve the issues. Documents processes and results.
6. Producing Report and Queries: Utilizes standard reporting tools to write, maintain and support a variety of reports or queries. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data. Develops standard reports for ongoing customer needs and ad hoc queries as needed, working with staff to identify information requirements. Works with Information Technology staff to resolve complex reporting issues.
7. Work Flow: Develops and documents work flow processes to create efficiency in the operation of HR Information Systems. Works with Information Technology staff to implement complex work flow processes.
8. Training: Plans and provides, or arranges training classes, for staff as needed on the use of Human Resource Information Systems. Includes initial training for new users, training on new processes or training to groups on specific functionality. Develops user procedures, guidelines and documentation.
9. Labor Relations Consulting: Consults with Human Resources staff on Labor Relations issues affecting the configuration and operation of Human Resources Information Systems. Identifies issues with proposed labor contract provisions and works with staff to find alternatives achievable within the capabilities and constraints of existing systems. Queries HR information systems data and provides information to support labor negotiations, as assigned.

#### **ADDITIONAL WORK PERFORMED:**

1. Performs other related duties within the scope of the classification.

#### **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- Thorough knowledge of the principles, practices and current trends in HRIS and public HR administration including methodology employed in testing, recruitment, selection, interviewing, placement, classification, job analysis, performance management, salary administration, benefits, labor relations, employee training and organizational development, with a focus on applying key technologies to product and service development, delivery and support.

- A working knowledge of federal and State employment and labor law, Civil Service Rules, and City human resources policies and procedures and the ability to interpret for others complex guidelines, codes, labor contracts, regulations, policies and procedures.
- Excellent oral communications skills with groups and individuals. Strong public presentation skills.
- The ability to establish and maintain effective working relationships with department managers, the Civil Service Commission, public officials, employees and their representatives, job applicants, and the general public.
- Management skills including problem analysis and decision-making, strategic and project planning and organizing, interpersonal sensitivity, adaptability/flexibility, tolerance for ambiguity, stress tolerance, maintenance of composure, time management and the ability to solve problems with and for individuals and groups.
- Demonstrated skill in using spreadsheets, word processing, and database management software.
- Experience with Human Resource Information Systems and writing reports utilizing reporting tools such as Oracle Discover or Crystal Reports.
- Knowledge and experience with application system projects, system maintenance, and support.
- Excellent writing skills for reports, correspondence, case summaries, policies, findings of fact, class specifications, test construction, and other human resources applications.
- Knowledge of research methods, data collection and sampling techniques, and statistical analysis.
- Ability to collect, compile, and analyze complex information and data.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - correctable visual acuity to read a computer screen and a typeset page;
  - fine finger dexterity to manipulate computer keyboard and mouse; and
  - ability to talk and hear sufficiently to serve internal and external clients.

**WORKING ENVIRONMENT:**

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works in an environment with frequent interruptions. Some travel to professional meetings required.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in computer science, human resources, public or business administration or related field. An equivalent number of years of relevant work experience may substitute for education.
  - Three years of experience working as an HRIS or Human Resources professional at the exempt level with a full range of HR programs and services such as recruitment and selection; compensation, classification, benefits, safety, training and development, labor relations, performance management and including at least one year of project management experience and experience in systems implementation.
  - PHR/SPHR certification preferred.
  - Certified Associate in Project Management (CAPM) preferred.
- OR**
- An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job will be considered. Necessary knowledge, skills and abilities would include a thorough knowledge of

HR processes and data, such as eligibility and enrollment rules, benefit procedures, payroll processes, relevant statutes and considerable knowledge and understanding of database designs structure, and processes, experience with database tools and HRIS functions.

**NECESSARY SPECIAL REQUIREMENT:**

- Due to access to privileged information contained in the City's computer system, applicants must pass a Police Department criminal convictions records check prior to hire.

**PREPARED BY:** S. Elsner  
HRIS Sponsor Team  
2/08

**REVIEWED BY:** \_\_\_\_\_  
Jane Weston  
Human Resources Director