



HUMAN RESOURCES SYSTEMS SPECIALIST

Reports to: Director or Manager

Dept: Human Resources

Range: 25

FLSA: Nonexempt

EEO: Professional/Technical

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general supervision, the Human Resources Systems Specialist collaborates with colleagues to refine HRIS business processes and system functionality, provides technical and functional support to end users, and conducts training sessions. They oversee transaction processing, maintain compliance with reporting requirements, and offer continuous technical/functional support for reporting and data management. Additionally, they perform other related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Key Responsibilities:

1. Inclusion, Diversity, Equity & Accessibility:
 - Demonstrate an inclusive approach by recognizing and addressing the diverse backgrounds, identities, and needs of students and employees, fostering an equitable and supportive educational and employment environment.
2. HRIS System Management:
 - Collaborate to refine business processes and workflows, suggesting improvements and implementing changes as necessary.
 - Assist with system setup and maintenance, troubleshoot and resolve issues.
3. HRIS End User Support and Training:
 - Assist with providing technical/functional support for the HRIS system and end users, ensuring smooth operation and performance.
 - Investigate and resolve system or user errors, implement corrective actions and coordinate with relevant departments as necessary.
 - Provide technical training and guidance to end users on HRIS operations, workflows, personnel requisitions, employment transactions, applicable policies, and data requirements.
4. Transaction Processing:
 - Accurately process, monitor and administer all personnel transactions and ensure adherence to established standards and requirements.
5. Reporting and Compliance:
 - Prepare reports for relevant stakeholders and ensure compliance with reporting requirements.

- Provide continuous technical/functional support for reporting, including auditing and data manipulation.
6. Other Duties:
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong knowledge HR administration and HRIS systems.
2. Understanding of relevant laws, regulations, organizational policies, and compliance requirements.
3. Serve on committees as assigned.
4. Proficiency in systems analysis, troubleshooting, and problem-solving.
5. Expertise in HRIS systems and proficiency in standard business software.
6. Effective project planning, management, and organizational skills.
7. Strong data analysis, reporting, and statistical skills.
8. Excellent, verbal, and written communication skills with the ability to convey complex technical information to varied audiences.
9. Detail-oriented with strong organizational and time-management abilities.
10. Attention to detail, sound independent judgment, and prioritization in fast-paced environments.
11. Adaptability to regulatory changes and technology.

EDUCATION AND EXPERIENCE:

Graduation from a four-year college or university and two years of human resources work experience, at least one year of which involves the use and operation of human resources information systems;

OR graduation from an associate degree program and four years of human resources work experience, at least two years of which involves the use and operation of human resources information systems;

OR an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Lead level work direction to lower-level employees, student workers and temporary support staff.

CONTACTS:

District administrators, faculty, staff, students, applicants and the general public.

PHYSICAL EFFORT:

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

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, weekend and/or holiday hours are required on an as-needed basis.