



Job Description

JOB TITLE: Information Systems Specialist-Human Resources

PAY GRADE: CL 24

LAST REVISED: JANUARY 2012

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the Human Resources Manager, this position performs specialized functions supporting the administrative HRIS functions, ensuring data integrity and the processing and reporting of HR data. Requires excellent working knowledge of HRIS systems, position control and compensation practices as well as the ability to work independently under general direction. A high degree of independent judgment, creativity and initiative is required to resolve minor and major problems by selecting from various alternative solutions. Must also have good working knowledge of all HR disciplines such as Recruiting/EEO, Benefits Administration, Employee Relations, Leave of Absence Program Administration, Workers' Compensation Program Administration and Organizational Development.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Input employment information into District integrated database, including structure table setup relating to position control, compensation/wage tables and benefit programs, for all District employees.
2. Coordinate and conduct all testing for Banner system upgrades, legally mandated patches, releases and/or system requirements within the HRIS and Position Control modules. This includes reading and analyzing release guides and patch notes to develop customized testing that pertains to the release.
3. Analyzes/trouble shoots/maintains Position Control for the District, recognizing and managing the interdependencies between IIT, Finance Payroll, and Instruction modules in the HRIS (Banner) system. This includes structural setup of all job tables in relation to, compensation/wage benefit and fringe programs/offering, payments, taxes and load in the integrated database. Additionally, this includes annual salary projections and working closely with Finance to roll positions year over year.
4. Compile and maintain records, files, and employment-related reports, including reconciliations, audits, adjustments, historical data, etc. This includes the development and submission of employment data for Federal, State, and Local agencies as well as Board Agenda items pertaining to employment actions and MIS reporting to the Chancellor's Office. This may additionally include performing complex analysis of employment data and submitting statistics and trends for executive review.
5. Confirm accuracy and integrity of all data entered and maintained in the HRIS System.
6. Conduct data analysis and prepare reports on HR Data such as compensation, classification, general employment and/or benefits for board reporting, public records act requests and other internal/external requests. Perform group data updates, exports, imports, as well as research data discrepancies.

Job Description

7. Act as primary contact for HRIS Systems-related inquiries within the organization as well as by responding to technical external questions/requests.
8. Interpret/implement contract language, employment laws and human resource regulations specific to electronic data maintained within the HRIS system including benefits, employment policies and procedures, equivalency processing, credentialing, salary schedule movement and various other functions. This includes interpreting the system configuration/design and making recommendations to change processes to fit system requirements.
9. May evaluate applicant academic background of teaching credentials to determine compliance with minimum eligibility requirements for full-time and part-time faculty and educational administrator positions; determines placement on salary schedule.
10. May assist with New Employee Orientation Sessions as well as provide information regarding HR, HRIS or Payroll procedures, and language in the Collective Bargaining Agreements to new employees; this includes ensuring that all required employment documentation is obtained for new regular faculty, management, and classified employees.
11. Evaluate and compute salary adjustments for employees based on range, step, longevity or other changes such as reclassifications and out-of-class assignments; submit data, salary rate and related information to payroll for processing.
12. Perform complex compensation analysis, which may include evaluating and analyzing professional development credits for faculty movement on the salary schedules as well as calculating annual contract compensation; researching personnel files and verifying employment, seniority, and/or other factors to determine movement on the classified/management salary schedules. This includes notifying faculty members and other employees of their movement on the salary schedules as well as submitting the necessary processing information to payroll.
13. Assist with the coordination of the District's Workers' Compensation & Leave of Absence Programs, specifically perform complex salary adjustments and calculations, calendar maintenance and data entry into the HRIS. Develop and/or maintain salary schedules and a variety of other HRIS procedural information as required.
14. Provide technical and procedural guidance as well as training to staff on the HRIS system.
15. May serve as initial contact for the Human Resources office and provides information to employees and the public on Human Resources programs and services; this includes providing employees with information on the Employee Assistance Program, Retirement, Employee Wellness, Leaves of Absence and Short/Long-Term Disability.
16. Train and provide work direction to assigned student workers and temporary help as assigned.
17. May complete and/or participate in salary surveys, benefit surveys and/or employment practice surveys.
18. May administer and analyze employee surveys.
19. Create and maintain personnel files.
20. Complete and/or conduct employment verifications.
21. Operate a variety of office equipment including computers and applicable word processing applications; composes correspondence.
22. Perform related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job*

Job Description

and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a college human resources program.
HRIS systems and report-writing software
Generally accepted personnel management practices, fair employment practices, Workers' Compensation regulations and other laws governing human resources.
Pertinent academic requirements for faculty and educational administrators.
Principles and practices of health and welfare benefits administration.
Insurance contracts and their interpretation.
Basic Principles and procedures of payroll processing.
General Mathematical principles and practices.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and procedures of record keeping and filing.
Principles of business letter writing and basic report preparation.
Methods and techniques of public relations.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Analyze academic background information and ensure compliance with established regulations.
Apply rules for State academic minimum qualifications and teaching credentials.
Serve as liaison to third party administrator for employee benefits.
Interpret labor contract provisions and apply salary structures to employee status changes.
Coordinate and assist employees with the selection and maintenance of, changes to, and issues concerning health and welfare benefits.
Coordinate maintain and document group benefits program elements including the set up of employee enrollment services.
Maintain various insurance and benefit program records and files and prepare required reports.
Organize office area for efficient customer service and timely document processing.
Perform mathematical calculations in the determination of payroll.
Coordinate assigned functions with other District departments as appropriate.
Respond to requests from general public regarding District employment practices & procedures.
Maintain confidentiality of records and sensitive issues.
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
Independently prepare routine correspondence and memoranda.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by college level course work in business administration, human resources or a related field.

Experience:

Two years of increasingly responsible experience in human resources including employment procedures, evaluation of academic background for compliance with State regulations, benefits administration and basic payroll processing functions.

Job Description

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein 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 job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Developed in Consultation with

