

**JOB TITLE:** Information Systems Specialist - Human Resources (Confidential)  
**PAY GRADE:** C17  
**LAST REVISED:** April 2025

*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.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under general supervision from assigned manager, this position performs specialized functions supporting the administrative Human Resource Information Systems (HRIS) within the District's Banner Enterprise Resource Planning (ERP) system, ensuring data integrity of the processing and reporting of Human Resources (HR) data; applies a high degree of independent judgment, creativity, and initiative to resolve a broad scope of issues and problems; serves as a subject matter expert in all HR disciplines, such as recruiting/Equal Employment Opportunity (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. Responsible for building, maintaining, and editing employment data into the ERP system for all District employees, including management of structure table setup relating to position control, compensation/wage tables, and retirement and benefit programs.
2. Serves as the liaison and specialist for the California Public Employees' Retirement System (CalPERS) and California State Teachers' Retirement System (CalSTRS) on behalf of the District; provides direction and makes recommendations to both staff and management related to CalPERS and CalSTRS plans and audits; assists, analyzes, tests, and implements system updates and changes.
3. Determines CalPERS and CalSTRS retirement eligibility; coordinates and verifies employee enrollment, plan or contribution corrections, updates, and service credit reconciliations based on reported earnings; calculates sick leave for reporting, transfers, payouts, and processing of retirement benefit paperwork for all eligible employees; monitors all assignments to ensure compliance with each agency and make recommendations to the District based on individual scenarios and situation; assist employees with retirement program questions and certify documentation for all retirement benefits on behalf of the District.
4. Assists with the coordination of the District's Workers' Compensation and leave of absence programs, specifically performs complex salary adjustments and calculations utilizing and/or combining different leave types to determine accurate earnings; projects and tracks leave usage, and anticipated leave exhaustion of all leave balances, as well as directs payroll staff regarding needed adjustments in HRIS tracking.
5. Reviews, administers, and/or troubleshoots employment contracts, Faculty Special Assignment Request Forms (SARF's), and Special Assignment Agreements (SAA's); prepares and generates all Full-Time Faculty contracts and Educational Administrator salaries; determines Long-Term Temporary (LTT) Faculty eligibility and contract category based on California Education Code regulations.

6. Evaluates and computes salary adjustments for employees based on range, step, longevity, or other changes, such as reclassifications and out-of-class assignments; submits data, salary rate, and related information to payroll staff for processing.
7. Interprets and implements collective bargaining agreement language, employment laws and contracts, and human resource regulations specific to electronic data maintained within HRIS, including benefits, employment policies and procedures, equivalency processing, credentialing, salary schedule movement, and various other functions; interprets the system configuration/design and make recommendations to change processes to meet system requirements.
8. Analyzes, troubleshoots, and maintains position control for staff and student employment, recognizing and managing the interdependencies between various modules in HRIS; including, but not limited to, structural setup of job tables in relation to compensation/wage benefits, fringe benefit programs and offerings, payments, taxes, and load; collaborates with appropriate staff to project annual salaries and roll positions annually in the database.
9. Manages position control for retirees by maintaining classifications, positions, salary and wage tables, Medicare reimbursement payments, and monthly retiree updates within the ERP system for monthly payroll and annual fiscal processes; updates employment classifications, position assignments, compensation, and deductions within the ERP system upon retirees returning to active employment status and/or returning to retiree status.
10. Supports District negotiations by providing data and recommendations for all bargaining units used for collective bargaining processes; participates in discussions regarding one-time pays, salary schedule changes, retro payments, and the impact of CalPERS and CalSTRS contributions; performs complex calculations for disciplinary actions, leaves of absence, and settlement agreements.
11. Compiles and maintains records, files, and employment-related reports, including, but not limited to, reconciliations, audits, adjustments, and historical data; develops and submits employment data for federal, state, and local agencies, as well as Board Agenda items pertaining to employment actions and Management Information Systems (MIS) reporting to the California Community Colleges Chancellor's Office; performs complex analysis of employment data and submit statistics and trends for administrator and executive review.
12. Coordinates and conducts testing within the HRIS and position control module for the ERP system upgrades, legally mandated patches, releases, and/or system requirements, including, but not limited to, reading and analyzing release guides and patch notes to develop customized testing.
13. Acts as primary contact for HRIS inquiries within the organization; provides technical and procedural guidance and training for HRIS users; serves as a functional user and initial point of contact to answer questions, brainstorm ideas, identify changes/solutions, share recommendations, and product test.
14. Audits Full-Time sick leave accruals annually, including accrual maintenance, processing balance transfers to and from the District, retirement reporting, and complex leave calculations for Faculty Sick Leave.
15. Conducts data analysis and prepare reports on HR data, including compensation, classification, general employment and/or benefits for Board of Trustees reporting, requests for public record, and other requests; performs group data updates, exports, imports, as well as audit and research data discrepancies.
16. Utilizes the functionality within the ERP system to meet Affordable Care Act (ACA) and other health care legislation requirements and assist with data input and integrity for reporting and annual submission.
17. Assists 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, as needed; ensures required employment documentation is obtained for new employees, as needed.
18. Performs complex compensation analysis, including evaluating and analyzing professional development credits for faculty movement on the salary schedules and calculating annual contract compensation; researches personnel files, verifies employment, seniority, and/or other factors to determine movement on the classified/management salary schedules; notifies employees of their movement on the salary schedule; submits the necessary processing information to payroll staff.
19. Administers, analyzes, and completes in salary surveys, benefit surveys, and employment practice surveys.
20. Completes and/or conducts employment verifications, as needed.
21. Performs related duties that support the overall objective of the position.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job 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.
- Principles and procedures of payroll processing.
- Principles and practices of health and welfare benefits administration.
- Human Resource Information Systems (HRIS) and report-writing software, including position control and compensation practices.
- Federal, state, and local laws, codes, and regulations pertaining to personnel management and fair employment practices, Workers' Compensation, and other laws governing human resources at an educational institution.
- Collective Bargaining Agreement (CBA) language.
- Principles and procedures of record keeping and filing.
- Principles of business letter writing and basic report preparation.
- Basic mathematical concepts.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading and formatting techniques.

**Ability to:**

- Analyze academic background information to ensure compliance with established regulations.
- Serve as liaison to third-party administrator(s) for employee retirement and other benefits programs.
- Interpret CBA language, labor contract provisions, and apply salary structures to employee status.
- Coordinate and assist employees with the selection and maintenance of, changes to, and issues concerning retirement benefits.
- Maintain retirement and employment records and files and prepare required reports.
- Perform mathematical calculations in the determination of payroll.
- Plan and organize work to meet changing priorities and deadlines.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:*

**Education/Training**

- Equivalent to completion of the twelfth grade or General Educational Development (GED) supplemented by college level course work in business administration, human resources, or a related field.

**Experience**

- Three years of increasingly responsible experience in human resources, including employment procedures, evaluation of academic background for compliance with state, federal, and local regulations, benefits administration, and basic payroll processing functions.

**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.

Board Approval: 4/8/2025