

# Job Description

Position Title: Manager, HRIS

Job Group: Human Resources

Job Level Group: Professional - Senior

FLSA Status: Exempt

Salary Grade:

## Position Summary:

The HRIS Manager is responsible for implementing, supporting, and maintaining the internal Human Resources (HR) Information Systems software applications and related procedures, documentation, security, and reports. As a member of the Organizational Effectiveness & Development (OED) team, develops, curates, and delivers learning courses and programs to support the Digital Literacy of employees. Serves as the product owner and responsible party for managing the full range of Human Resources Information Systems functions including system configuration, integration, upgrades, workflows, data integrity and the process design and reporting of Human Resources data.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages, supports, and administers district Human Resources Information Systems, including Cornerstone (Learning, Recruitment & Performance Modules), Equifax, HireRight, Skillsoft integrations, and any future HRIS applications.
2. Supervises the assignments and workflow of the HRIS Analyst to support the day-to-day operations of the HRIS systems and HR data reports.
3. Facilitates, creates, curates, and supports training and programs related to digital literacy & upskilling.
4. Serves as Digital Literacy Training Coach for employees by creating, preparing, or partnering with college subject matter experts to deliver training on digital upskilling/technology topics for employees
5. Serves as the technical expert on HR systems functional capabilities, ensuring systems configuration, migrations, upgrades, and integrations provide optimum performance.
6. Serves as main HRIS liaison with other functional areas, (IT, Finance, Faculty Hiring, Federal Work Study, and Employee Benefits), the HRIS provider(s), external vendors, and consultants.
7. Collaborates with HR and College leaders to identify system improvements and enhancements; recommends and implements solutions.
8. Configures and tests upgrades within the application to meet changing business and technology needs.
9. Maintains the OED/HRIS Ticketing System and delegates tickets to serve customer needs promptly.
10. Develops and prepares HR reports, metrics, dashboards for the College's needs.
11. Develops and manages projects to support and enhance HRIS functions.
12. Develops and assists with delivery of user training for new and existing software solutions, system upgrades, and patches. Provide ongoing support for end users of software solutions.
13. Ensures system compliance with data security and privacy requirements.

14. Assists in facilitation and creation of compliance (i.e., federal, state, and accreditation), supervision, and leadership training.
15. Maintains compliance with federal and state employment laws and regulations.
16. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of computer and network operating systems
2. Skill in current and applicable computer programming languages relative to the assignment
3. Skill in current and applicable hardware, software, and peripheral equipment
4. Skill in problem solving
5. Skill in coordinating and monitoring the work of others
6. Skill in effective communication (both written and oral)
7. Skill in project management principles, processes, and techniques
8. Ability to adapt to a rapidly changing technical environment

### **Supervision:**

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Computer Science or a closely related field of study required.
- Three (3) to Five (5) years of related technical experience and current certifications required.
- Master's degree in or a closely related field of study preferred.
- Five (5) to eight (8) years of related technical experience and current certifications preferred.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Some evening and weekend work hours.
- Pre-employment Background Check Required