



HUMAN RESOURCES SYSTEMS SPECIALIST

GENERAL RESPONSIBILITIES

Work with Technology to research, analyze, design, test, and maintain systems in support of Human Resources, Payroll, and Benefits. The position is responsible for the design, implementation, maintenance, and overall administration of Human Resource Information System (HRIS). Serving as a liaison between the Department of Human Resources and Department of Technology; supervising the Information Systems for human resources including the maintenance of a library of Crystal Reports published on the intranet, updating personnel database records, enhancing and maintaining computer systems, and working with analysts and programmers to ensure the smooth operation of the HRIS.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Act as a liaison between HR staff, as end users, and the technology staff.
- Coordinate and write specifications for functional changes to panels, screens, and tables.
- Facilitate system upgrades and modifications.
- Monitor upgrades and patches available through the customer support websites, making recommendations and testing those that are needed by VBCPS.
- Work with Technology in the implementation of enhancements; testing all enhancements and upgrades to the HRIS to ensure the integrity of the database.
- Design and test modifications to the HRIS ensuring that any changes are properly integrated with payroll, benefits, and time and attendance.
- Assist end users in developing reports and queries.
- Provide custom reports for HR Staff to manipulate in other software such as Excel.
- Design, publish, and maintain Crystal reports to meet the needs of a variety of end users throughout the school system.
- Work closely with Payroll and Benefits to ensure proper setup and integration of all HRIS data.
- Audit data base integrity and serve as a primary contact to troubleshoot problems and resolve functional system questions.
- Research all issues related to the HRIS to identify and resolve problems.
- Use online forums, knowledgebases, and support sites to research and resolve issues.
- Design and conduct training classes in the use of the HRIS and other HR systems.
- Work with payroll, benefits, and budget to ensure that all aspects of the integrated database are working together correctly and efficiently.
- Work with end users to help them integrate work processes with the HRIS.
- Work with payroll and time and attendance to resolve data errors which might result in employees not being paid on time.
- Plan and execute all major changes to HR data including changes in pay and all year end processing.
- Work with budget in the creation and maintenance of job codes and position codes.
- Design and maintain code structure for all HR tables.
- Monitor and maintain security access to the HRIS for HR.
- Review, analyze, and evaluate information systems specific to the Human Resource Department.
- Manage and implement all changes to salary scales, raises, step increases, year ending processes, etc.
- Complete a variety of reports for government agencies including EEOC, VEC, DOD, BLS, State Dept of education. (E.g., EEO-5, Annual School Report, Average Salary Survey, Current Employment Statistics Survey).
- Respond to a variety of State Superintendent's Memos requesting information.
- Write programs and reports in response to information requests from internal and external sources relating to compensation, demographics, leave, budget, etc.
- Serve as liaison between HR and VBCPS Department of Technology.
- Coordinate with the school system and contract programmers to maintain integrity of the HRIS .
- Supervise and implement all updates to HR and leave systems, including raises, sick leave bank adjustments, etc.
- Serve on various committees involved in the analysis and design of any information systems relating to HR, leave, benefits, and payroll.



- Approve and signoff on all updates or changes made by programmers to HR data and any request for release of data to other departments.
- Serve on a variety of review teams for Requests For Proposals (RFP's).
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in developing detailed documentation in communicating financial information and results; ability to comprehend and apply microcomputer languages and software packages to complex tasks and to test and implement new programs; ability to provide guidance to human resources staff and departments and schools in human resources policies, and procedures; thorough knowledge of the philosophies, principles and practices of public personnel administration; thorough knowledge of research, data analysis, and report presentation techniques; thorough knowledge of current federal and state laws and regulations applicable to public school employment; thorough knowledge of Information Systems applications to HR records; ability to establish and maintain effective relationships with school officials, employees and the general public; ability to analyze facts and present recommendations effectively in oral and written form; ability to plan, supervise, and review the work of technical and clerical subordinates; ability to establish, implement, and monitor operational and clerical procedures relevant to HR record management.

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree with a concentration in business and/or information systems.
Extensive experience in Human Resources, preferably in a school system.
Considerable experience working with a Human Resource Information Systems (HRIS).
Experience in supervising professional and paraprofessional employees.

Preferred:

Additional education at the graduate level.
A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description:6/04, 7/20
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