City of Peoria
HUMAN RESOURCES

Title: Human Resources Systems Administrator

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Direction received from the Human Resources Director
May serve in a lead capacity or exercise direct supervision or over professional and para-professional staff.

MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree in any field or equivalent combination of education and experience.

- **Experience:** Minimum five years increasingly responsible experience in computer-based information systems, including experience supporting HRIS/Time systems, business practices within a public sector environment, software configurations, process design, process mapping, project planning, work flows and work scheduling, policy writing, SQL database, and troubleshooting software. Working knowledge of HR related policies and State and Federal laws.

- **Licenses/Certifications/Special Requirements:**
    - May require proficiency in one or more specific systems and/or reporting applications such as ADP, SQL, or Time Management.

PREFERRED/DESIRABLE QUALIFICATION(S):

- Experience in a municipal or government setting.
- Additional years of progressively responsible experience is preferred.
- Bachelor's degree in Human Resources, Public Administration, or Business Administration is preferred.
- Professional Human Resources certification is preferred, such as:
    - SHRM-CP or SHRM-SCP
    - HRCI-PHR or HRCI-SPHR
    - IPMA-CP or IPMA-SCP
    - IHRIM-HRIP
- Experience facilitating of meetings/events with customers and project team members to develop requirements and design details.
- Strong analytical and organizational skills.
- Excellent written and verbal skills.
- Experience administering HRIS systems with over 1,000 users

- Experience with time-keeping regulations
- Lead role of a project team or group

JOB SUMMARY:
This position is responsible for administering citywide human resources systems, programs, budgets, serves as the HRIS or Time Administrator and may exercise supervision over professional, para-professional, technical, and/or administrative employees. This is accomplished through planning, configuring and managing systems, working with vendors, managing projects, and overseeing budget and contracts. Other duties include acting as a lead to department HR and Time liaisons, conducting research, evaluating system needs and preparing findings in accordance with guidelines, developing, leading and advising HRIS and department projects, and ensuring applications are functioning efficiently. The HRIS Administrator plays an integral role in the development and maintenance of the HR security and workflow structure, ensures data integrity through daily audits and table maintenance. The Time Administrator position is responsible for the Time and Attendance system and program development, implementation, and coordination to ensure compliance with local, state and federal regulations.

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ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions for the HRIS Administrator
1	Researches current technology trends to recommend future business process improvements to ensure the HR department leverages technology to create efficiencies. Creates, revises, and maintains HR policies and procedures as related to the HRIS system and functions. Researches, plans and configures software and systems; manages security profiles, activities and data accessible to users; resolves performance problems and completes systems administrative tasks; reads, interprets, and applies complex rules to ensures compliance with federal and state regulations
2	Performs new application configuration and current application modifications to meet end user needs; provides off hours support for end user issues with the HRIS and time management systems; tests software releases, upgrades, and fixes; creates procedures, tests changes and upgrades, and documents processes; designs workflow configuration through the coordination with departments and the use of complex membership rules, work groups, business rules, manager approval paths and email templates. Oversees the data table maintenance by managing end user interface, using mass change functionality and utilizing import process applications.
3	Configures, updates, and manages the HRIS and time management systems to meet the City's requirements as dictated by local, state, and federal guidelines. Reviews policies and labor agreements and determines best method of approach for implementation of policies and negotiated items. Reviews and audits HRIS and time management systems, analyzes data to ensure accuracy and compliance and makes recommendations to management staff. Maintains HRIS and time management systems to minimize risk of errors; works with vendors.
4	Provides daily technical and functional application support; identifies needs, develops complex reports and analysis by use of systems query tools, and advanced Excel features to generate delivered reports or create custom reports. Uses HRIS and time management systems reporting to generate delivered reports or creates custom reports, as needed. Develops training material and performs end-user training.
5	Plans, manages, and coordinates projects from initiation through implementation and delivery of desired outcomes. Defines project application design and security; develops, implements, and manages procedures and processes, including schedule and timetable. Oversees

	testing and acceptance of new systems; monitors implementation processes and works with vendors, staff, and end users to solve performance issues. Meets with customers to identify and evaluate needs and effective solutions to implement technology and prepares documents and materials to inform and update employees, management, clients, and regulatory agents of new or revised information.
6	Coordinates fiscal activities of the HRIS by developing and managing the budget expenditures and contract management to identify analytical projections. Presents proposals for approval, responds to inquiries, participates in the complex analysis and reconciliations, authorizes payments and monitors expenditures for recommended adjustments.
7	Coordinates with staff, city departments, and contractors to assure timely and efficient completion of tasks and projects, proper communication of issues, and proper documentation of the entire process at each stage.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"									
The physical demands described here 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 functions.									
Sedentary		**Light**	**X**	**Medium**		**Heavy**		**Very Heavy**	
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

Work environment for this position is indicated below with "X"							
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.							
Office	**X**	**Outdoors**		**Vehicle**		**Office and Field/ Plant/ Warehouse**	
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers and related software, printers, DVRs, webcams and related conferencing software, projectors, scanner, copy / fax machine, telephone, calculator.

PROTECTIVE EQUIPMENT REQUIRED:

None required.