



Title: Human Resources Specialist HRIS Assignment

FLSA STATUS: Non-Exempt (overtime eligible) under FLSA guidelines.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Benefits and Compensation Administrator
This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Associates Degree or equivalent education/experience.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.

- **Experience:** A minimum of three (3) years experience in Human Resources with at least one (1) year equivalent to the HR Specialist level working with HRIS systems, systems configuration analysis and design.
 - The experience is required to be beyond data and time entry into the HRIS system of PeopleSoft, and needs to include experience in system configuration, developing complex queries and other reporting tools.

- **Licenses/Certifications/Special Requirements:**
 - None

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience with PeopleSoft Benefits Administration performing system configuration
- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to provide technical support to the Human Resources Department in the functional area of Human Resources Information System (HRIS). This is accomplished by performing support and maintenance of HRIS system and serving as a technical point-of-contact for the assigned functional area. Ensures data integrity, tests system changes, supports HRIS implementation projects, upgrades, testing, prepares reports, and presents process improvement opportunities. Performs related duties as assigned.



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 Classification and Compensation Specialist Assignment
1	Serves as a liaison among the Human Resources (HR), Information Technology (IT), and Finance/Payroll Departments to provide systems support to meet the system needs of the HR Department and the City. Participates in IT and Payroll meetings and teams to work on HRIS project-related issues, assists with project oversight from design through conception, assists with upgrades, modifications, resolution of issues, debugs and provides testing. Assists staff and City with technical issues and questions related to the use of the HRIS systems.
2	Assists in the review, testing and implementation of HRIS system upgrades, tax updates, and maintenance packs. Designs and maintains codes, system tables, plans, reports and queries in the HRIS system. Creates test scenarios, performs tests to ensure all processes work according to pre-determined goals. Researches and initiates resolution to issues related to unexpected results or process flaws.
3	Assists in the entry, correction, and/or maintenance of employee job actions, benefit changes, and other employee data in the HRIS system as needed. Ensures data integrity of information and set-ups in PeopleSoft. Interprets changes to insurance carrier contracts and city policies or Memorandums of Understanding for configuration of systems. Makes necessary system and design changes to maintain position management. Evaluates areas for improved automation and interprets data for expected results.
4	Delivers routine reporting and researches data discrepancies. Prepares reports, metrics, statistics, performance measures, and assists with surveys and questionnaires. Creates training materials and manuals, prepares documentation of system requirements, system security guidelines, and user documentation. Creates queries and reports from HRIS system ensuring accuracy for staff to analyze and compile information. Performs audits to assure accuracy and resolve data issues.



City of Peoria

HUMAN RESOURCES

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	X	Light	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, printers and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.