



Title: Human Resources Information Systems (HRIS) Analyst

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Human Resources Manager.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment, and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Experience with PeopleSoft or similar HRIS system required.

PREFERRED/DESIRABLE QUALIFICATION(S):

- Experience with PeopleSoft
- Experience in a municipal or government setting.
- Bachelor's degree in Information Technology or Business Processes is preferred.
- Strong understanding of HR processes and data, including eligibility and enrollment rules, and benefit procedures. Strong understanding of HRIS database design, structure, functions and processes, and experience with database tools.

JOB SUMMARY:

The purpose of this position is to provide functional support and maintenance of the Human Resources Information System (HRIS) in addition to other systems supported. This individual serves as a technical point-of-contact for assigned functional areas and assists subject matter experts with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities. The HRIS Analyst also supports upgrades, patches, testing and other technical projects as assigned.



City of Peoria

HUMAN RESOURCES

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
1	Recommends process/customer improvements and innovative solutions to meet organizational demand. Serves as a key liaison for Human Resources with other parties and stakeholders (example, Payroll and IT) on specific software issues, technology and HRIS. Coordinates HRIS related projects.
2	Provides support for HRIS including, but not limited to, researching and resolving HRIS problems, unexpected results or process flaws, performs scheduled activities and recommends solutions or alternative methods to meet demands or requirements.
3	Writes, creates, maintains and supports a variety of reports and queries that assist with requests for data. Assists in the development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data. Creates reports, forms, and databases to support business needs.
4	Assists in the review, testing and implementation of HRIS system upgrades or patches. Collaborates with functional and technical staff to coordinate application of upgrade or fix. Maintain and update HRIS system tables. Document processes and results.
5	Coordinates, schedules and performs end-user training of business systems and technologies as necessary. Develops standards and control procedures; produces training material to document business and system rules, processes and procedures.
6	Monitors and approves system security, updates and maintains system security records and permissions, and performs security reviews and audits as assigned.



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

PROTECTIVE EQUIPMENT REQUIRED:

None required.