HUMAN RESOURCES INFORMATION SYSTEMS (HRIS) ANALYST

JC: 000211   **BU:** 91 (NR)
PB: 4   **FLSA:** Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are __not__ intended to reflect all duties performed within the job.

DEFINITION

Develops, maintains, monitors and updates the District's payroll/human resources database application; plans, designs, tests, ensures data integrity and executes enhancements to the system; is a liaison with other District staff (especially IT Department) to facilitate the flow of payroll/human resources information to and from other District systems; may lead subordinate technical and clerical staff; performs complex analysis; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full journey level classification within the Human Resources Information Systems Analyst series. Provides internal technical and analytical support/training to other end users identifying user needs and system areas requiring improvement and providing technical analysis and review of applicable software programs. This class is distinguished from system analyst and programming classes located within the Information System Department in that these classes are primarily concerned with administrative mainframe batch applications whereas the Human Resource System Analyst is specifically responsible for one departmental mainframe application and is the primary programmer/analyst for the payroll and human resources information systems.

REPORTS TO

Supervisor of Human Resources Information Systems (HRIS) or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Develops and maintains the user-defined data dictionary, develops, loads and populates screens, fields; develops programming logic for complex calculations, table files, history tables, security key design and other related information.

2. Coordinates human resources system activities with periodic accounting closing activities; and other District programs (e.g., Sick Leave Buy Back, Holiday Buy Back, etc.).

3. Ensures effective interface of system with various computerized payroll   subsystems and other District systems that receive information from the payroll/human resources system.

4. Implements and ensures conformance of input documentation to existing labor agreements or management policies.
5. Provides technical expertise and direction for a variety of professional human resources

management system projects and studies.

6. Responds to inquiries to analyze data extracted from the HRIS from other departments and divisions and all units within the Human Resources Department.
7. Provides technical support to Human Resources, Accounting and Information Technology and District management staff.

8. Stays abreast of the enhancements to the present application as well as new trends/software utilized to extract information from database.

9. Analyzes and evaluates user needs for services and, if appropriate, develops, implements, and executes recommendations.

10. Determines priority and feasibility for implementation of changes; validates and tests programs/calculations.

11. Writes logic to produce reports; utilizing various report writers.

12. Recommends, develops, and implements improvements to current system.

13. Analyzes control strengths and weaknesses and identifies control needs with Accounting Division, Information Technology Department, Human Resources and users of GTS.

14. Writes program documentation as well as writes policies/procedures for the execution of specific processes.

15. Provides training for non-technical personnel in technical data processing applications.

QUALIFICATIONS

Knowledge of:
- Principles and practices of business user applications including controls, terminology, software design and programming
- Basic principles of general and payroll accounting and reporting methods and procedures
- Basic principles of public personnel administration
- Payroll and human resources management system software capabilities and formats
- Principles and practices of system controls and data entry screens

Skill/ Ability in:
- Planning work efforts to achieve desired short and long-term results
- Analyzing complex payroll and technology information and problems and making sound recommendations for problem resolution
- Evaluating new computer applications and programs
- Training non-technical personnel in technical data processing skills
- Evaluating user needs and formulating sound conclusions; implements and executes recommendations if feasible
- Making sound independent judgments within established guidelines
- Preparing clear, concise and complete statistical and analytical reports and other

- written correspondence
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Troubleshooting and resolving inquiries to analyze data from system
- Good written and oral communication

MINIMUM QUALIFICATIONS

Education:
Possession of a bachelor's degree from an accredited college or university in computer science, accounting, or a closely related field.

Experience:
The equivalent of two (2) years of full-time verifiable professional experience in payroll software program analysis and implementation or related experience.

Substitution:
Additional professional level experience may be substituted for the education on a year-for-year basis up to a maximum of four (4) years. Graduation from a four-year college plus knowledge of Genesys payroll/human resources system is preferred.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 - Professionals
Census Code: 0710 - Management Analysts
Safety Sensitive: N

CLASSIFICATION HISTORY
Created : June 2001
Revised: June 2019
Updated : October 2021