



SENIOR HRIS ANALYST

JC: 000352

PB: 5

BU: 91 (NR)

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

Under general supervision, serves as the day to day business lead for one or more of the District's human resources information systems and/or major processes; maintains and updates human resources data and transactions; assists in the management of all of the District's human resource information systems; performs a variety of analytical and technical tasks; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level classification in Human Resources Information Systems (HRIS) Analyst classification series. Classifications at this level are characterized by their responsibility for leading a small team, specializing in and leading a specific function/project, and/or performing complex, non-routine work. This classification is distinguished from the HRIS Analyst II classification in that it is responsible for performing the most complex HRIS duties and functioning as the business lead for one or more District human resources systems, whereas the latter is responsible for independently performing routine professional level HRIS functions.

REPORTS TO

Supervisor of HRIS

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

1. Serves as the business lead for one or more of the HRIS systems used in the District, which could include but is not limited to the following: some or all of the modules in the human resource management system (HRMS); applications used to manage identification badges and worksite access; the candidate/employee onboarding application and other bolt-on applications to the District's HRMS; custom databases; and client relationship/ ticket management systems.
2. Assists with the monitoring and review of system tables and rules for human resources related functions; identifies errors and/or the need for updates to system configuration; assists with assessing the impact of changes on other modules and communicates or coordinates changes with the other module leads or their designee.
3. Participates in the design, technical development, testing, evaluation, configuration, ongoing maintenance, and end-user support of the District's Human Resources Information Systems.
4. Coordinates with a variety of stakeholders to ensure security access assigned to employees is correct and maintained and updated in an effective manner.

5. Maintains and processes Districtwide employee data and transactions, including wage increases, new hires, terminations, and promotions; reviews, coordinates, processes and validates human resources and pay transactions, position control requests, security requests and settlements.
6. Runs various Human Resources and Benefits processes as directed; communicates with other stakeholders when running processes that may impact the functioning of other modules; resolves issues as needed.
7. Develops and maintains business process flows and procedures related to the District's HRIS systems, develops and maintains various job aids and forms.
8. Develops queries and reports in HRIS systems for a wide range of stakeholders.
9. Researches complex and difficult HRIS issues and needs, and develops and proposes solutions which may include system modifications and enhancements and/or new or updated procedures.
10. Analyzes and tests new HRIS components and/or functionality impacts on other modules and/or related systems; participates in specified aspects of system testing by developing and/or executing testing scripts and measuring and documenting results against defined outcomes.
11. Participates and assists as a team member for HRIS upgrade development, assessment and implementation projects.
12. Conducts training sessions for other HRIS team members and/or other District employees on HRIS related matters.
13. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of business user applications including controls, terminology, and software design
- Principles and practices of public sector human resources, payroll and benefits programs, position management concepts and position budgeting concepts
- Practices of workflow management common in computer support HRIS systems
- Principles, practices and techniques of system and procedure analysis and design
- Configuration tables and concepts and their impacts and relationships to automated system functionality
- Methods and procedures of system testing and auditing

Skill in:

- Addressing business needs with actionable and effective system based solutions
- Identifying user needs and making recommendations regarding modifications and enhancements

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- Writing and preparing training materials and user instructions
- Gathering and analyzing data
- Reading, interpreting and applying laws, rules, regulations, standards and procedures
- Establishing and maintaining effective working relationships with others
- Making sound judgments and appropriate recommendations
- Training non-technical personnel in technical data processing skills
- Communicating effectively orally and in writing

MINIMUM QUALIFICATIONS:

Education

Possession of a Bachelor's degree from an accredited college or university.

Experience

The equivalent of three (3) years of full-time progressively responsible experience working with a fully integrated enterprise system, including responsibility for system setup, configuration, maintenance, troubleshooting, business process assessment and development and/or end user support in areas of human resources, payroll or benefits.

Substitution

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

May require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

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

CLASSIFICATION HISTORY

Created : August 2022

Revised :