

HUMAN RESOURCES SYSTEMS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is lead technical and professional personnel/human resources work of a complex nature which involves responsibility for coordinating activities related to the operation and maintenance of an automated integrated payroll and personnel records system (HRIS) and performing and overseeing the processing of personnel transactions in accordance with applicable federal, state and local laws, including New York State Civil Service Law, Rockland County Civil Service Rules and applicable labor agreements. The work is performed under the direction of a higher-level administrator or manager. Work guidance (e.g., lead work) is exercised over technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides functional support for the administration and maintenance of the HRIS, ensuring the accuracy, integrity and confidentiality of personnel data;

Coordinates the review, configuration and maintenance of HRIS tables, including job codes, position data, salary schedules, benefits provisions and other system values, in accordance with labor agreements, resolutions, Civil Service Law and Rules and County policies;

Analyzes human resources business processes and develops functional requirements for their automation, modification or improvement;

Leads the functional implementation of HRIS upgrades and new modules in collaboration with the County's Information Technology Services department and system vendors;

Conducts research and develops solutions for system modifications, in response to benefit and compensation changes (e.g., labor agreements, resolutions, New York State Civil Service Law and Rockland County Civil Service Rules, etc.);

Develops and coordinates test plans and test scenarios, validates system results and documents identified issues prior to the implementation of system modifications, upgrades and enhancements;

Prepares and maintains documentation and conducts training for system end-users;

Performs and oversees the processing of personnel transactions, identifies discrepancies and ensures transactions are completed accurately and in accordance with applicable labor agreements, resolutions, New York State Civil Service Law and Rockland County Civil Service Rules;

Analyzes changes to employee eligibility, benefit and compensation provisions and coordinates corresponding HRIS configuration and data updates;

Represents HRIS functional users in communications with the County's Information Technology Services Department and system vendors to diagnose system issues, define business requirements and recommend revisions to system configuration or program and retrieve data;

Develops and validates ad hoc system queries, data extracts and reports to provide personnel, benefit and workforce information to department heads, elected officials and other authorized users;

Reviews and responds to information requests from department heads and employees concerning a variety of personnel/human resources related issues, laws, rules and processes (e.g., time and labor, leave accruals, salary table analysis, etc.);

Provides guidance to department payroll and personnel administrators regarding HRIS processes, personnel transactions, labor agreement provisions, County policies, New York State Civil Service Law and Rockland County Civil Service Rules;

Develops and maintains reporting rules, calculations, queries and validation procedures for required personnel-related reports, including New York State annual reports, Department of Labor reports and time and labor reports;

Serves as a liaison with HRIS software vendors to resolve application issues and coordinate changes to system configuration, functionality and processing rules;

Conducts special projects, as assigned.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of personnel and human resources principles and practices, including, but not limited to, those involving payroll, benefits administration and compliance; thorough knowledge of computer systems administration, including software used in the processing of data with respect to personnel transactions and reports; thorough knowledge of HRIS reporting tools, query development, data extraction and data analysis techniques; thorough knowledge of the provisions of labor agreements that pertain to County employees*; knowledge of payroll operations and procedures; thorough knowledge of New York State Civil Service Law and Rockland County Civil Service Rules*; ability to utilize spreadsheet, database and reporting applications to organize, reconcile and analyze complex data (e.g., Microsoft Excel V-Lookup, Pivot Tables, etc.); ability to understand, interpret and apply law and rules applicable to personnel and human resources processes and procedures; ability to prepare written material; ability to understand and interpret complex written material; ability to organize complex data; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with employees at various levels of government; ability to provide work guidance to staff; ability to evaluate information and solve problems, especially as they pertain to the County's personnel/payroll system.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and four (4) years of paid systems administration work experience that included direct responsibility for software packages involving payroll, personnel or benefits (e.g., PeopleSoft).

NOTES:

1. A Bachelor's degree or higher in Psychology, Industrial/Organizational Psychology, Labor Relations, Human Resources, Business Administration, Computer Science, Management Information Systems or comparable degree may be substituted for one (1) year of the required paid work experience.
2. Graduation from high school or possession of an equivalency diploma plus additional years of the required paid work experience may be substituted for the college degree on a year-for-year basis.

*To be demonstrated during the probationary period.

PROMOTION: Two (2) years of permanent status as a Human Resources Systems Technician.