



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HUMAN RESOURCES INFORMATION SYSTEM SENIOR ANALYST

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4055

PAY RANGE CODE: 22 AEC

REVISION DATE: 5/31/18

NATURE OF WORK:

The Human Resources Information System (HRIS) Senior Analyst reviews and verifies employee information processed by automated human resource information systems ensuring data integrity with the processing and reporting of human resources (HR) data. The primary focus of this position is the support and maintenance of the HR/Payroll system including the Talent Acquisition system. The incumbent serves as a technical point-of-contact for HR, providing oversight for the primary physical and electronic human resources records, while managing the processes and systems that create and use those records. The job also provides development and maintenance for a number of database applications that serve the HR/Finance Departments and the City of Omaha. The incumbent serves as a liaison to DOT.Comm. The HRIS Senior Analyst provides or facilitates the acquisition and use of information technology and creates/provides reports that are accurate and meaningful for administrative purposes. This position works independently under general direction and handles problems and non-routine situations by determining the approach or action to take and interprets guidelines, procedures, policies and practices.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Designs, implements, and maintains human resource information systems within the HR/Finance Department and provides end-user training on such systems; provides frontline technical support to members of the HR/Finance Department, other departments dependent on HRIS functionality, and the public to resolve technical issues during the application process.

Provides operational support for HRIS including, but not limited to, research and problems resolution of unexpected results or process flaws. Performs scheduled activities and recommends solutions or alternate methods to meet requirements. Coordinates HR/Payroll system maintenance. Maintains the Department websites, ensuring the accurate entry and maintenance of all data within the HRIS system (employment, benefits, compensation, and payroll).

Assists in the review, testing, and implementation of HRIS upgrades/patches; collaborates with functional and technical staff to coordinate application of upgrade or fix; documents processes and results. Manages project implementations of technology and processes to integrate them

with current systems; controls access to different databases and network resources in order to provide functionality and security.

Maintains the Talent Acquisition system within the HR/Payroll system. This includes implementing software updates, testing software updates after implementation, training internal HR Department staff as well as coordination of requests and technical issues with the vendor.

Plans, designs, implements, troubleshoots, and enhances employee data systems and processes; recommends process/service improvements, solutions, and policy changes and serves as a key liaison between third parties and other stakeholders.

Writes, maintains, and supports a variety of reports or queries utilizing appropriate reporting tools; assists in development of standard reports for ongoing departmental needs; manages data integrity in systems by running queries and analyzing data.

Compiles data and creates reports required for reporting to various internal and external entities.

Supports various benefit programs by processing enrollments, handles inquiries from HR/Payroll staff and benefits vendors, and communicates with insurance carriers.

Prepares and delivers formal presentations relating to HRIS policies, procedures, programs, and projects; makes recommendations for the proposed projects.

Develops reports related to human resources information for management and various groups. Supervises and participates in the research and compilation of statistical reports for use in decision making and court proceedings. Assists in development of standard reports for ongoing departmental needs.

Develops user procedures, guidelines, and documentation. Trains employees and new system users on new processes/functionality.

Works as a liaison with contracted IT staff for interfacing data, exchanging data, evaluating services, and troubleshooting problems.

Assists the Department Director in strategic HRIS planning including technical direction and budgeting.

Manages department audio/visual equipment and handles set-up for key meetings.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

High level of experience and competence with HR/Payroll systems, HRIS design, interfaces, databases, structure, reporting, data analysis, functions, processes, automation solutions, and software programs.

Knowledge of the modern techniques used in classification, pay administration, training, recruitment, retirement, performance appraisal, selection, and/or benefits; and of federal, state, and local laws regarding human resources.

Knowledge of Lawson Landmark Cloudsuite, Lawson S3, or other HRIS databases and application frameworks.

Knowledge of technical report writing using various tools (i.e. Lawson Business Intelligence to enable reporting as required by all internal departments, external vendors as well as state and federal governmental entities.

Advanced level of knowledge of the MicroSoft Office Suite including Word, Excel, Power Point, Pivot Tables, and V Lookup, and MS Access.

Advanced level of knowledge of MS SQL Studio.

Ability to analyze business processes and system technologies in order to develop, incorporate, and enhance systems and processes to meet organizational requirements, while staying informed of emerging technologies.

Ability to perform assignments with accuracy and attention to detail; to make decisions, recognizing precedents and practices.

Ability to prioritize and balance multiple tasks with stringent deadlines.

Ability to troubleshoot system issues and determine appropriate and effective solutions.

Ability to plan, assign, and supervise the work of subordinates; to carry out project-related activities through active participation in systems-related projects, using project management methodology, including consultation, collaboration, project planning, coalition building, analysis, and implementation skills.

Ability to develop and maintain project timelines, functional specifications, requirements, documentation, test scripts, issues logs, internal database files, and tables.

Ability to serve as the lead resource for input and maintenance of the department Intranet site, seeking out new opportunities to promote HRIS functionality via the Intranet.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to interpret and explain HRIS and HR Department rules, policies, and practices; to prepare clear, concise, and organized business correspondence and reports; to organize, compile, and maintain confidential departmental records.

Ability to communicate well with all levels of employees in order to respond to policy and procedure questions; to understand oral and written instructions, and facilitate business and system process improvement discussions with all levels of employees.

Ability to adhere to all HR policies, procedures and practices regarding confidentiality and security of information at all time.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to sit from 76% to 100% of the time; stand and walk from 26% to 50% of the time; and reach, bend, stoop, push, and pull up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34% to 66% of the time, and to use lesser amounts of force to move objects from 67% to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in human resources management, business administration, computer science, HRIS, or a related field

AND

Three (3) years of combined experience in any of the following areas: human resources information systems, including responsible experience implementing human resources payroll systems, Microsoft SQL Server, Microsoft Access, or Oracle. Experience in implementing and maintaining applicant tracking software preferred.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone
Facsimile Machine
LCD Projector

Computer/Software
Calculator
Application Hosting Services

Copier
Television/DVD
Printer

Previous Revision Date(s): 6/16/11
6/29/17