



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HUMAN RESOURCES INFORMATION SYSTEM MANAGER

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4063

PAY RANGE CODE: 18 AEC

REVISION DATE: 10/23/18

NATURE OF WORK:

The Human Resources Information System (HRIS) Manager manages and coordinates the activities and operations of HRIS within the Human Resources Department. Responsible for ensuring data integrity, coordinating assigned activities with other divisions, departments, and outside agencies, providing system administrative support, maintaining business process and system continuity, training for system users, and overseeing system security access. Reviews and approves HR actions for compliance with applicable policies, procedures and collective bargaining agreements; auditing and validating data. Communicates with persons at all levels of the City to exchange information related to City HR policies, procedures and provides assistance relative to the HRIS system. 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.)*

Plans and coordinates HRIS activities to manage and maintain accuracy of employee data for reporting, public information, and distribution purposes. Ensures HRIS services are in compliance with federal, state, and local regulatory requirements related to record keeping and reporting. Ensures proper HRIS data entry functions.

Maintains queries/reports and provides reporting services; works with employees on continuous improvements to all customers as needed.

Serve as the functional system administrator/subject matter expert for the City's HRIS system.

Evaluates, recommends, and coordinates implementation of functional modifications and/or enhancements to processes and drives the development of new processes that impact business requirements of the HRIS system.

Researches and manages current and proposed HRIS related information and business process flows.

Monitors and evaluates the responsiveness, efficiency, and effectiveness of HRIS managed/operated software systems, methods, and procedures; works with staff on continuous improvement.

Performs maintenance processes and testing to ensure system accuracy and functionality. Works with Information Systems Project Manager to coordinate service pack installations, system upgrades, and implementation of new functionality.

Provides oversight to creating and maintaining comprehensive implementation plans for configuration/customization changes including data migrations, manual steps, and/or security roles; coordinates system and user acceptance testing; determines system problems and troubleshoots before proposing modifications.

Serves as a liaison between City Human Resources and DOTCOMM, and City departments to align HRIS technology functionality to operational processes.

Oversees Human Resources data management processes; ensures quality, timeliness, security, and proper use of Human Resources information entered and retrieved from systems.

Participates in the development and administration of the department's annual budget.

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

Identifies opportunities for improving Human Resources processes through information systems and analysis.

Develops and maintains detailed documentation of procedures and processes of their role for the purpose of preparing back-up support and training. Trains new users.

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, Infor Spreadsheet Designer, MS Access) to enable reporting as required by all internal departments, external vendors as well as state and federal governmental entities and public records requests.

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

Ability to analyze business processes and system technologies in order to develop, incorporate, and enhance systems and functional 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 functional 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

Two (2) years of experience in human resources information systems, including responsible experience working with human resources payroll systems.

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	Computer/Software	Copier
Facsimile Machine	Calculator	Television/DVD
LCD Projector	Application Hosting Services	Printer

Previous Revision Date(s):