



ADA COUNTY HUMAN RESOURCES

HRIS ANALYST

Human Resources

HIRING WAGE: \$65,000/yr + DOE

STATUS: Full time with benefits

CLOSING DATE: September 30, 2021

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

The HRIS Analyst provides technical guidance and assistance to the Human Resources Department to optimize HRIS functions and service delivery to end-users of the system. Analyzes and implements business processes workflow designs, ensures data integrity, testing of system changes, system configuration support, evaluation of upgrades, and/or system conversions and identification and resolution of issues.

DISTINGUISHING FEATURES OF THE CLASS

Performs complex and varied work under general direction. The position is given latitude to exercise discretion and independent judgement to accomplish job functions.

ESSENTIAL FUNCTIONS

- Configure HRIS application to support organizational goals, standards, and policies;
- Performs system maintenance, upgrades, patches, testing and technical projects related to HRIS;
- Collaborates with HR staff to identify system improvements customization and enhancements; recommend and implement technical and operational solutions; and suggest permissions, access, and system settings for users;
- Assists HR team members with technical and operational issues related to the HRIS system by investigating problems and developing suggestions for resolution;
- Develops, prepares, and maintains procedural manuals and other system documentation;
- Oversees data tables, structures, files, and interface requirements for HR modules including core HR, benefits, compensation, performance, absence, learning and others as needed;
- Collaborates with IT staff to define data fields and system tables, troubleshoot and resolve technical issues, and support user access;
- Works with stakeholders to understand and support their HR data, system access and reporting needs;
- Utilizes the HRIS to create reports and verify the integrity of returned data; takes appropriate action to correct inaccurate information;
- Develops and maintains HR dashboard and or reports using relevant HR metrics to identify trends.

ADDITIONAL FUNCTIONS

- Participates with HR team on projects and goals;
- Interprets and explains human resource rules, regulations, policies, and procedures;
- May conduct training for managers and employees on HRIS modules;
- May assist with audits to ensure compliance with policies, procedures and applicable laws and prepares reports regarding findings;
- Performs related duties as required.

JOB REQUIREMENTS

- Bachelor's Degree in Business or Public Administration, Information Technology, Computer Science, Human Resources or related field; and three (3) years of related professional-level experience; or an equivalent combination of education and experience preferred;
- Experience with HRIS systems, preferred experience with Oracle HCM;
- Highly proficient in MS Excel;
- Working knowledge of HRIS best practices and procedures;
- Strong conceptual, analytical, critical thinking and problem-solving ability;
- Excellent verbal and written communication skills;
- Strong analytic skills that require working with multiple systems, analyzing trends and data and presenting solutions;
- Knowledge of HR business processes and procedures;
- Skill in applying critical thinking and problem solving;
- Skill in attention to detail;
- Skill in managing multiple priorities simultaneously by prioritizing workload and making adjustments;
- Skill in report design utilizing HRIS, Crystal Reports, SQL, Excel and other applications;
- Skill in identifying, researching and resolving complex technical issues;
- Skill in applying critical thinking and problem solving;
- Skill in attention to detail;
- Ability to communicate complex technical issues to a non-technical audience;
- Ability to maintain confidentiality of all employee records and information;
- Ability to perform system configuration;
- Ability to exercise tact and discretion;
- Ability to work under own initiative and utilize independent judgment;
- Ability to work as a member of a team to accomplish division and department goals;
- Ability to analyze user needs and recommend solutions;
- Ability to listen, understand, and facilitate process improvements;
- Ability to work independently and as a member of team;
- Ability to demonstrate professionalism and positive customer service.

OTHER REQUIREMENTS

- Must possess and maintain a valid driver's license;
- Working hours are generally from 8:00 a.m. to 5:00 p.m., Monday through Friday, but may vary with the needs of the County and may include evening or weekend work in the event of serious systems problems;
- This position requires sustained periods using a keyboard and performing other computer work;
- This position may require long periods of sitting or standing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Requires sitting at a desk for long periods of time, up to 8 hours and ability to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, to permit the employee to function in a general office environment and accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

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adacounty.id.gov