



Human Resources Information Systems (HRIS) Analyst / Business Systems Analyst II

The **City of Nampa** is currently seeking a **HRIS Analyst/Business Systems Analyst II** to provide guidance, process development, system support, and training to HR. The role will have a dual reporting relationship to IT for coordination on various ERP human capital management module troubleshooting improvements and process development. Considerable leeway is granted for the exercise of independent judgment and initiative.

ESSENTIAL FUNCTIONS:

- Responsible for designing, configuring, testing, and implementing training guides for ERP human capital module features and processes to achieve optimal work flows between modules, identify lean business processes, and provide timely enhancement support.
- Provide product support for various ERP human capital management modules via our Help Desk Ticket system.
- Conduct gap analysis, review, and recommend process optimization opportunities.
- Gather, build, and test requirements for multiple ERP human capital management modules related to Payroll, Absence, Benefits, Compensation, Leave, Talent, and Recruiting.
- Create advanced reports and trend analysis dashboards based on business need.
- Lead, initiate, and respond to various ERP human capital module troubleshooting efforts, improvement projects, and technical HR system training support needs.
- Responsible for testing system upgrades and training HR team on modifications including identifying requirements, configuration, testing and implementation.
- Conduct data accuracy audits to validate efficient system functionality, process efficiency and accurate data workflow.
- Provide system mass update support for all ERP human capital management modules.
- Provide support and collaborate with IT on all HR-related integrations, including the management of current integrations and the development and implementation of future integrations.
- Other projects, tasks and duties as assigned from time to time.

EDUCATION, EXPERIENCE & CERTIFICATION QUALIFICATIONS:

- Bachelor's degree in Computer Science, Human Resources, or a related field and at least 3 years of experience in HR, supporting HR applications, or managing HR system configuration and maintenance, preferably utilizing SaaS technology; or the equivalent combination of education and experience.
- 5 years progressive HR or Human Resources Information System (HRIS) experience is preferred.
- At least 3 years of HRIS administration experience and operational knowledge of HRIS systems preferred.

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- ERP human capital management configuration experience or experience with other HRIS technology is strongly preferred.
- Advanced experience with the building and maintenance of calculated fields is strongly preferred.
- Project Management Professional (PMP) or Certified Project Manager (CPM) a plus.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of HR Information System security roles and architecture.
- Demonstrate an understanding of business objectives—both internally and externally—which impact the city’s ability to achieve its objectives.
- Great organizational and time management skills.
- Phenomenal problem-solving skills, drive to do things the right way and ability to prioritize/triage constantly evolving user needs.
- Excellent communication skills with ability to present to users and management (including the ability to communicate technical information to “non-technical” users, teammates, and senior management).
- Ability to provide, in user-friendly terms, sound ideas and solutions to end users on HR systems-related questions, tasks, projects and reports.
- Ability to work extremely well both on a team and independently on assignments and projects while performing a diverse array of responsibilities and duties.
- Ability to demonstrate effective collaboration, teamwork, and conflict resolution.
- Excellent analytical and problem-solving skills.
- Must demonstrate strong proficiency in Microsoft Office with advanced Excel skills.
- Excellent presentation, reporting and analytic skills.
- Fluent in English with exceptional technical writing skills.

COMPENSATION & BENEFITS:

Starting Salary Range: \$54,912 - \$68,640/year

Position Salary Range: \$54,912 - \$82,368/year

The City of Nampa offers competitive benefits and growth opportunities, including:

- Medical
- Dental
- Vision
- PERSI Retirement Plan with over 11% employer contribution
- 401k & 457 Retirement Plans
- Paid Holidays
- Paid Time Off
- Life Insurance with AD&D
- Long-Term Disability
- Flexible Spending Account
- Employer-Funded HRA VEBA
- Wellness Program
- Harward Recreation Center Discounts
- Other Great Benefits!

**For more information, contact Marissa O’Brien at obrienm@cityofnampa.us
To apply with the City of Nampa, visit www.cityofnampa.us/careers**

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