Human Resources Data Specialist

Purpose Statement

The Human Resources Data Specialist serves as the front-line administrator and internal contact for the HCM system and supervises the data processing function for the Human Resources Department, including entering, maintaining, auditing, and processing sensitive HRIS data. In addition, the HR Data Specialist is responsible for maximizing technological capabilities to reduce manual processes, general maintenance of the HCM database, preparing ad-hoc/scheduled reports, and serving as a resource for process-improvement tasks and special projects. The HR Data Specialist will also plan and execute recruitments for a variety of permanent and temporary vacancies, as needed. The HR Data Specialist may supervise and evaluate a team of Human Resource Department staff that may include other management positions, as well as support staff engaged in highly technical human resources work.

Essential Functions

- Serves as the primary recipient of organization-wide Personnel Action Forms and Position Change Forms.
- Ensures the timely implementation of database changes to ensure accurate payrolls.
- Initiates, develops, and supervises the implementation of internal and external procedures for improving manual and automated processing of personnel reports.
- Works with HR staff to validate each request and the accurate completion or routing of each form based on HR processes.
- Acts as a resource and guide for managers as it relates to HR data and positions.
- Maintains impeccable records of change request approvals.
- Ensures the highest level of accuracy for data entered into HR data systems to ensure successful data audits.
- Audits data entry in HCM on a regular basis to review data accuracy and compliance.
- Acts as the initial escalation point for data corrections that are required in the PeopleSoft database; escalates further if necessary and executes approved corrections.
- Provides HCM data support for Human Resources staff, all associate end-users, and members of senior management.
- Plans and implements recordkeeping processes for permanent personnel records.
- Prepares HR metrics to be presented at monthly, quarterly, and annual senior leadership meetings.
- Creates standard or ad-hoc reports out of HCM and other HR data systems to ensure compliance with local, state, and federal reporting guidelines.
- Participate in the creation of new queries and reports as needed.
- Initiates technology service requests to revise or develop existing or new HCM modules for processing data, reports, or payments.
- Assists with the support of all aspects of Human Resources as it relates to data requests, including but not limited to data availability, feasibility of requests, ad-hoc reports, and technical support.
- Adheres to organizational and department-specific safety, confidentiality, values, policies, and standards.

- Uses functional and technical knowledge to provide end-users with general guidance and informal training as needed.
- Assists with creating internal training tools and process manuals for staff to maximize effective use of the HCM system.
- Prepares and presents workshops to users to explain HCM requirements and system procedures.
- Supervises, evaluates, and directs work of assigned Human Resources support staff.
- Provides back-up for other functional areas of the Human Resources Department, including recruitment, operations, benefits, etc., as needed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: proficiency in Microsoft Excel at an expert level; applying district, state and federal policies and regulations as they relate to human resources;   operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; analyzing data; auditing reports; classifying data and/or information; using pertinent software applications.

KNOWLEDGE is required of principles, practices, and trends of information system administration; information systems integration and analysis; human resources training practices and principles; generally accepted professional practices in the implementation of employee selection procedures, concepts of grammar and punctuation; keyboarding; office   application software.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; query and formulate data to prepare reports as needed; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities; accuracy and attention to detail; communicating with diverse groups; working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or   methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization   of some resources from other work units is often required to perform the job functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

<u>Experience:</u>	Five (5) years of direct experience managing and analyzing data, including data mining, reporting, high-volume data processing, and two (2) years of supervisory experience with technical staff. Experience in human resources and with Oracle/PeopleSoft systems strongly preferred.
<u>Education:</u>	Bachelor's degree with major coursework in information systems, computer science, data mining, or related field.
<u>Equivalency:</u>	Any combination of education and experience equivalent to a bachelor's degree with major coursework in information systems, computer science, data mining, or related field and five (5) years of direct experience managing and analyzing data, including data mining, reporting, high-volume data processing, and two (2) years of supervisory experience with technical staff. Experience in human resources and with Oracle/PeopleSoft systems strongly preferred.

<u>Required Testing</u>

N/A

<u>Certificates</u>

Driver's License & Evidence of Insurability

<u>Continuing Educ./Training</u>

N/A

<u>Clearances</u>

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

<u>FLSA State:</u>   Non-Exempt

<u>Salary Range:</u>   Classified Management, Grade 38

Personnel Commission Approved: October 18, 2017