

CONFIDENTIAL JOB DESCRIPTION

PERSONNEL/RISK MANAGEMENT DATA ANALYST

JOB SUMMARY:

Under general supervision from the Benefits/Risk Manager, performs a wide variety of complex and specialized data management tasks for the Human Resources Services and Support Division involving specialized knowledge and technical ability to extract, translate, migrate, and aggregate data; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Develops, implements, and oversees the human resources information systems (HRIS) and other specialized computer systems and services; maintains network system security; troubleshoots, and diagnoses and resolves system malfunctions and problems.
- Provides HRIS technical support to Human Resources including tracking errors. Maintains a log of known malfunctions with workarounds.
- Serves as liaison between Human Resources and Information Technology Department to integrate systems and business processes.
- Develops conversion rules for data transfer to new technology-based systems and databases; implements back-up and recovery procedures for personnel services files; and provides technical support, training and assistance to users in the proper operation of assigned systems.
- Serves as a technical resource to system users; recommends departmental software; responds to inquiries, and provides information to users concerning system operations, configurations, upgrades, and related software.
- Evaluates existing systems and procedures; provides technical advice and recommendations for changes and improvements utilizing technology resources; consults with personnel services staff to define user needs, reporting requirements, and problems; advises staff on new forms, records, and reports; and develops applications to be used with existing or new programs.
- Inputs data into an assigned computer system and generates a variety of mandated and requested computerized reports; initiates queries, compiles information, processes reports and manipulates data as appropriate; and assures accuracy of output data.
- Develops business requirements and conducts analysis of workflows to determine inefficiencies and redundancy.
- Manages confidential information and develops reports for use during labor negotiations and grievances.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of HRIS; relevant best practices of data management and migration; principles of internal workflow procedures and audit.
- Ability to communicate orally and in writing; assimilate and evaluate data in order to prepare sound recommendations; use computer-based data programs; prepare clear and comprehensive reports; and establish and maintain proper records.

- Evidence of successful experience in performing the typical tasks enumerated for this position with increasing responsibility in the development, management, and maintenance of HRIS systems and data.
- Bachelor's degree in public administration, human resources, information technology or related field, or equivalent combination of education and experience.
- Advanced proficiency in Microsoft Office products with emphasis on Word and Excel is highly desirable.

Confidential Salary Schedule: Range 22
BOARD APPROVED: 06/08/16
REVISED: 12/15/21