



Senior Human Resources Information Systems Analyst

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
319	Exempt	2 – Professionals	AFSCME	8	March 9, 2011	11-005	1 of 2

DEFINITION: Under general supervision, analyzes and maintains the District's Human Resources Information Systems (HRIS). Develops reports and recommendations on database design and modifications, and provides consultation and training to end-users.

REPORTS TO: An assigned Human Resources Administrator, or Manager.

REPRESENTATIVE FUNCTIONS may include, but are not limited to :

- Develops, or assists in developing specifications; and analyzing, implementing, and modifying HRIS systems and databases for the Human Resources department. Evaluates data and reporting requirements, as well as work-flows, and logical processes.
- Provides consultation to department Managers, Administrators, and end-users to maximize the utility and efficiency of PeopleSoft systems, modules and ancillary systems, as well as processes interfacing with the PeopleSoft Human Capital Management.
- Addresses department and end-user needs and requirements; assesses available options and suggests system customizations and new applications
- Provides technical training and orientation to end-users regarding system capabilities and procedures.
- Customizes programs and databases to fill department needs; and documents parameters including location, description, and linkages to other programs as new system releases are installed.
- Collaborates with Information Services staff regarding system upgrades and customizations; and tests databases, reports, and other upgrades as installed.
- Evaluates modifications and customizations; and proposes solutions and mitigations to ensure continual system effectiveness.
- Writes ad-hoc queries and reports as needed.
- Ensures the accuracy of updates to Human Resources related data, tables, and processes in PeopleSoft HCM, in consultation with the assigned Human Resources Administrator.
- Acts as backup for the assigned Human Resources Administrator.
- Performs related duties as required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: The District’s current Oracle PeopleSoft HRIS system and modules used by the Human Resources department at the advanced level of proficiency; principles of systems analysis; database management techniques; workflow management practices common in computer supported HRIS systems; current business and office practices; and commonly used programs for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Ability To: Develop, maintain, and troubleshoot applications and systems; define and develop logical business and systems procedures and processes; prepare complete and concise functional specifications, and system and user documentation; identify user needs and make recommendations regarding modifications and enhancements; stay abreast of advances and potential upgrades and modifications in computerized HRIS systems, programs, and modules, and recommend enhancements to optimize department efficiencies; think logically in abstract terms and interpret graphic representations; maintain attention to detail and adherence to multiple requirements and deadlines; work collaboratively in a team environment; communicate effectively in English, both orally and in writing; write and prepare training materials and user instructions; explain complex HRIS systems and modules to end-users in understandable layman’s language; provide training in an organized classroom setting, and on an ad-hoc basis as needs arise; prepare status reports of work in progress; and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor’s degree, with course work in Computer Science, Human Resources, Public Administration, or a related field. Additional experience above the minimum will be considered in lieu of the required education on a year-for-year basis.

Experience: Four (4) years of recent and verifiable experience in a Human Resources department or equivalent, in which the primary duties involved system administration, modification and end-user training in an Oracle PeopleSoft HRIS or equivalent environment.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in an office setting to provide training and instruction to end users.

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