

Class Concept

Positions in this class administer the State Human Resource Information System (HRIS) and serve as analysts who support all state agencies in one or more of the following HR functional areas: Benefits Administration, Human Resources Management for Personnel Administration & Organizational Management, and/or Time and Leave Administration. Work involves the responsibility for analyzing and resolving complex issues related to these HR functional areas for interpreting and enforcing state-wide laws and regulations pertaining to HR: Personnel Administration, Org Management, Benefits and Time/Leave Administration. Positions are responsible for providing expert level consultation and technical guidance to state agency staff utilizing the system, as well as the general state employee population in assigned program areas within the State HRIS. Positions provide state-wide training and reporting analysis in their area of assignment. Positions work in concert with the NC Office of State Human Resources, External Vendors, and other functional areas to ensure the HR System is in compliance with current federal and state personnel policies and procedures and external vendor system requirements and processes. Positions are responsible for testing and coordinating key system enhancements and requirements, break fixes, and system projects. Work is performed independently under the general supervision of a State HRIS Supervisor.

Recruitment Standards

Knowledge, Skills, and Abilities

- Intermediate knowledge of the State HRIS and its integration to other state-wide applications
- Thorough knowledge of one or more of the following HR functional areas: Personnel Administration, Organizational Management, Time Management, Benefits
- Ability to exercise judgment and discretion in applying and interpreting policies and establishing, applying, and interpreting procedures in the area of assignment
- Basic knowledge of the principles and practices of human resource management and the interpretation and application of federal and state HR laws, policies and practices governing HR and the functional area of assignment
- Skill in critical thinking to analyze complex issues related to the State HRIS to determine appropriate response to errors and anomalies
- Ability to work independently and to make and defend procedural decisions

Minimum Education and Experience

Bachelor's degree in business administration, human resources, computer science, or any related field from an appropriately accredited institution and one year of experience in business or HR consultation, process improvement or requirement gathering in an information technology or HRIS environment; or an equivalent combination of education and experience.