

### Class Concept

Positions in this class are part of a team of analysts who perform technical and analytical work in the maintenance and support of an enterprise Human Resources Information System (HRIS). Positions serve as senior analysts and provide advanced system functional design, configuration, and support to meet the State's business requirements and Human Resource policies, solve complex production support issues, and implement system enhancements and break fixes of moderate to high complexity. These roles gather business requirements, design solutions, and configure the system to meet the State's functional requirements for HR operations. Positions provide expert level design, configuration, and support for system modules such as Benefits, Time, Organizational Management, Personnel Administration, Employee Self Service, or Manager Self Service. New functionality added or corrections to existing system configuration require deep analytical work and the ability to understand and make modifications to the complex branches of logic within the configuration using proprietary functions and language commands. These roles manage projects related to a specific system module by coordinating work efforts of other functional analysts, developers, and security analysts to ensure timely and successful project completion. Positions work closely with lower-level analysts and guide them in implementing business requirements and testing the system to match those requirements. Under the direction of a State HRIS Manager, these roles may provide targeted system module training to lower-level analysts.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of business enterprise systems
- Thorough technical knowledge of applications systems analysis
- Intermediate knowledge of the HRIS module(s)
- Thorough knowledge of HR operations and the integration between the System modules
- Intermediate knowledge of the State human resources and payroll business processes and procedures
- Basic knowledge of enterprise needs, and changes in laws, rules and regulations affecting the business needs of the organization
- Intermediate knowledge of the state's organization management and culture, specifically organization roles versus user roles and how organizations interact with user roles
- Thorough knowledge and demonstrated ability to follow the System Development Life Cycle (SLDC)
- Intermediate knowledge of basic programming principles and techniques
- Ability to read and understand basic to advanced program code
- Ability to facilitate and lead meetings and discussions with end-users, business owners, and team members
- Ability to lead complex projects with moderate to significant business impact
- Ability to lead others and provide technical guidance and direction
- Ability to recommend methods of resolving problems to lower-level analysts or client representatives

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

Minimum Education and Experience

Bachelor's degree in business administration, human resources, computer science, or any related field from an appropriately accredited institution, and four years 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.