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 provide entry level system functional design, configuration, and support to meet the State's business requirements and Human Resource policies; solve production support issues; and implement system enhancements and break fixes of routine to moderate complexity. These positions gather business requirements, design solutions, and configure the system to meet the State's functional requirements for HR operations. Working under the supervision of the State HRIS Manager and senior analysts, positions design, configure, and support a specific system module such as Benefits, Time, Organizational Management, Personnel Administration, Employee Self Service, or Manager Self Service.

These roles work closely in a team environment to understand business requirements, test the system to match those requirements, as well as to understand the inner workings of the configuration and customizations implemented and the end-to-end business processes of the HRIS.

Recruitment Standards

Knowledge, Skills, and Abilities
- Intermediate knowledge of the HRIS operations and the integration between the system modules
- Intermediate knowledge of the State's Human Resources business processes and procedures
- Intermediate knowledge of enterprise needs, and changes in laws, rules and regulations affecting the business needs of the organization
- Ability to gather and understand business requirements from business process owners and translate into a technical solution
- Knowledge of basic programming principles and techniques
- Ability to communicate effectively with technical and non-technical audiences to promote understanding of relevant issues
- Ability to interact as a team member on a project, manage a project task, or manage a small to medium scope project
  Ability to identify, clarify and select appropriate tools, data and analysis techniques to diagnose system problems and develop solutions

Minimum Education and Experience
Bachelor's degree in business administration, human resources, computer science, or any related field from an appropriately accredited institution, and two 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.

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