

Class Concept

This is supervisory and managerial work in directing a team of State Human Resource Information System (HRIS) functional and/or operational analysts. This role manages teams of State HRIS analysts and/or State HRIS supervisors who administer, maintain, and/or support the State HRIS system modules. Positions directly or indirectly manage teams of approximately 10-20 functional and/or operational State HRIS analysts in highly specialized work including configuring and administering system solutions, mapping system processes, identifying and implementing process improvements, refining and expanding business requirements, and testing software at an enterprise level so that it can be utilized by all State agencies and support the policies and procedures of the Office of State Human Resources (OSHR).

This role may provide consultation to agency HR directors, health benefit program managers, and OSHR staff on system related matters for their assigned functional area(s). Positions serve as key decision makers in determining how to modify system solutions in such a way that they support business requirements and policies across the entire enterprise. Responsibilities also include managing integration with other internal teams to support systems solutions such as application development, application security, and database administration. These roles work with a high degree of independence and typically report to a division director or deputy.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the State HRIS
- Thorough technical knowledge of applications systems analysis
- Thorough knowledge and an expert understanding of how transactional data processes through the HR system and how it impacts employee records, organizational structures, time/leave balances, and payroll results
- Ability to analyze, troubleshoot, resolve, and explain highly complex personnel action workflow processing, benefit processing, and time/leave transactional issues
- Ability to lead continuous improvement workshops to maintain efficient and effective processes and to train agency staff to better manage human resource processing and reporting through the State HRIS system
- Demonstrated ability to communicate effectively through oral presentations and written documents, including the ability to explain human resources, benefits, and time evaluation transactions processing and the impacts to an employee's pay or personnel record in a clear and simple manner to agency HR staff and employees
- Demonstrated skill in developing and implementing process changes and effective internal controls in an HRIS environment
- Thorough knowledge of the System Development Life Cycle (SDLC)
- Thorough knowledge of the HRIS configuration, functionality, and integrations
- Ability to manage a portfolio of highly complex projects that have a significant impact on the enterprise
- Ability to provide technical guidance to business applications analysts, project teams, and management

- Ability to facilitate and lead meetings and discussions with end-users, business owners, team members and management
- Intermediate knowledge of public sector or state government
- Intermediate knowledge of the business requirements and operations of the area represented
- Intermediate knowledge of the state's information environment, organization, and culture
- Intermediate knowledge of the enterprise functions and business needs, and changes in applicable federal regulations, state statutes and/or policies affecting the business needs of the enterprise
- Intermediate knowledge across multiple aspects of the business (i.e., organizational structure, key players, current business processes and supporting systems and services, etc.)
- Demonstrated skills in project management

Minimum Education and Experience

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