

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 functional areas: Payroll Administration, 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 functional areas for interpreting and enforcing state-wide laws and regulations pertaining to HR, Payroll, Personnel Administration, Org Management, Benefits and Time/Leave Administration. Positions provide expert level consultation and technical guidance to state agency staff utilizing the Integrated HR-Payroll 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 Integrated HR-Payroll System is in compliance with current federal and state payroll regulations, personnel policies and procedures, and external vendor system requirements and processes. Positions identify needs for system enhancements, participate with Basis, Functional, and Operations teams for testing, coordinating, implementing, and communicating key system enhancements and requirements, break fixes, and system projects. Work is performed independently under the general supervision of a State HRIS/Payroll Supervisor.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the State HRIS and its integration into other state-wide applications
- Thorough knowledge of one or more of the following HR functional areas: Payroll, Personnel Administration, Organizational Management, Time Management, Benefits
- Basic knowledge of the principles and practices of human resource management, payroll administration and 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 exercise judgment and discretion in applying and interpreting policies and establishing, applying, and interpreting procedures in the area of assignment
- 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/Payroll consultation, process improvement or requirement gathering in an information technology, payroll, or HRIS environment; or an equivalent combination of education and experience.