

Class Concept

Positions in this class perform technical and analytical work in the maintenance and support of an enterprise-wide Integrated HR-Payroll System (HRIS). State HRIS/Payroll Analyst II positions identify and help prioritize needs for improving the efficiency and effectiveness of operational workflows, functional design, configuration, and support to meet the State's business requirements, Human Resource policies, and federal and state regulations; solve production support issues; identify, test and/or 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. These roles typically work under the supervision of a State HRIS/Payroll Manager or a State HRIS/Payroll Supervisor. The positions design, configure, and support a specific system module such as Benefits, Time, Organizational Management, Personnel Administration, Payroll, Employee Self Service, or Manager Self Service. These positions also 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.

These roles may serve as Operations analysts for the Payroll, HR, or Benefits teams. These roles serve as technical leads within their teams which may include: serving as an HRIS system expert for the respective module; working closely with all Operations teams to identify data errors and resolve discrepancies; analyzing and evaluating agency and vendor needs for possible system enhancement opportunities, and providing training and expert guidance to agencies.

Recruitment Standards

Knowledge, Skills, and Abilities (For HRIS/Payroll Functional Analyst)

- Thorough knowledge of the HRIS operations and the integration between the system modules
- Thorough knowledge of the state's Human Resources business processes and procedures
- Thorough knowledge of enterprise needs, and changes in laws, rules and regulations affecting the business needs of the organization
- Thorough knowledge of basic programming principles and techniques
- Ability to gather and understand business requirements from business process owners and translate into a technical solution
- 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

Knowledge, Skills, and Abilities (For HRIS/ Payroll Operations Analyst)

- Thorough knowledge of the HR/Payroll operations and the integration between the system modules
- Thorough knowledge of the State's HR/Payroll business processes and procedures
- Thorough knowledge of enterprise needs, and changes in laws, rules and regulations affecting the business needs of the organization
- Thorough knowledge of HRIS payroll modules and reporting functions
- Ability to use HRIS payroll modules and reporting functions
- Ability to identify and understand emerging needs and requirements and partner with teams within Functional, Operations, and Basis
- 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 analyze and resolve complex vendor processes and issues impacting HRIS/Payroll

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

- Ability to maintain confidentiality of sensitive data, exercising sound judgment and discretion in gathering and evaluating personal data
- Ability to meet multiple deadlines in a fast-paced processing environment

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/Payroll consultation, process improvement or requirement gathering in an information technology, payroll, or HRIS environment; or an equivalent combination of education and experience.