

Class Concept

This is managerial work in directing a team of State Human Resource Information System (HRIS) supervisors, analysts, and specialists. State HRIS/Payroll Managers manage teams who administer, maintain, and/or support the State's Integrated HRIS/Payroll System modules which include OM/PA, Time, Benefits, and Payroll. These roles directly or indirectly manage teams of approximately 10-20 HR or payroll professionals and para-professionals performing highly specialized work including statewide payroll administration, 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) and Office of State Budget Management (OSBM). These positions may provide consultation to agency HR directors, health benefit program managers, vendors, OSBM, and OSHR staff on system related matters for their assigned functional area(s). These roles are 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 emerging enterprise needs and systems solutions such as application development, application security, and database administration. These positions 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's Integrated HR-Payroll System
- Thorough technical knowledge of applications systems analysis
- Thorough knowledge and an expert understanding of how transactional data processes through the Integrated HR-Payroll System and how it impacts employee records, organizational structures, time/leave balances and payroll results
- Ability to analyze, troubleshoot, resolve, and explain highly complex organizational management, personnel action workflow processing, benefit processing, payroll actions, 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/payroll processing and reporting through the Integrated HRIS-Payroll System
- Demonstrated ability to communicate effectively through oral presentations and written documents, including proven experience explaining human resource transaction processing, benefit transaction processing, and time evaluation processing and the impacts to an employee's pay or personnel record in a clear and simple manner to agency HRIS staff and employees
- Proven experience developing and implementing process changes and effective internal controls in an enterprise HRIS environment
- Thorough knowledge of the System Development Life Cycle (SDLC)
- Thorough knowledge of the HRIS configuration, functionality, and integrations
- Thorough knowledge of public sector or state government
- Thorough knowledge of the business requirements and operations of the area represented
- Thorough knowledge of the state's information environment, organization, and culture
- Thorough 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
- Thorough 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
- 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

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

- Ability to facilitate and lead meetings and discussions with end-users, business owners, team members and 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/Payroll consultation, process improvement, or requirement gathering in a payroll, information technology, or HRIS environment, with two years in a supervisory capacity; or an equivalent combination of education and experience.