

Class Concept

Positions in this class supervise a team of State HRIS/Payroll analysts and specialists who administer, develop, and implement enterprise-wide Human Resources, Payroll Administration, Personnel Administration, Organizational Management, Benefits Administration, and Time and Leave Administration processes and functions through the Integrated HR-Payroll System (HRIS). Positions supervise one or more HRIS/Payroll teams. Positions interpret and administer numerous personnel and payroll policies and procedures, state and federal laws, numerous technical/functional system requirements and a variety of specific State Agency standard operating procedures to make any necessary changes to statewide internal operating procedures. Positions supervise the daily operations; assign special projects as needed; guide staff in resolving complicated, sensitive, or unusual issues involving one of more of the HR/Payroll areas and determine the best course of action to resolve complex and unusual issues. These positions serve as high level subject matter experts; and develop and deliver state-wide training and state-wide HR/Payroll reporting and analysis in their area of assignment. Positions staff their assigned team; plan and develop long and short-range team assignments; approve work schedules; set work standards; and evaluate team member performance. Positions work in concert with NC Office of State Human Resources, external vendors, and other Functional/Operational areas to ensure that the HRIS/Payroll data and system comply with current federal and state personnel policies and procedures and external vendor system requirements and processes. Work is performed independently under the general supervision of a State HRIS/Payroll Manager.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of human resource and payroll management and the interpretation and application of federal and state HR/Payroll laws, policies and practices governing HR/Payroll
- Thorough knowledge of the HRIS modules, particularly in area of assignment
- Skill in analyzing and resolving complex HR/Payroll processing issues with problem solving and critical thinking skills
- Ability to plan complex work activities and monitor projects to ensure completion
- Ability to make decisions considering conflicting facts, opinions, and viewpoints; and to break down barriers and gain commitment to project and team goals and objectives
- Ability to exercise sound judgment and discretion in gathering and evaluating human resource transactions
- Ability to establish and maintain effective working relationships with staff at multiple organizational levels within North Carolina State Government as well as with other external stakeholders
- Ability to lead and develop a team of HR/Payroll analysts and specialists; and to think innovatively in the timely development and implementation of new, efficient, and effective HR/Payroll system and process 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 three 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.

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