

HUMAN RESOURCES INFORMATION SYSTEMS SUPERVISOR

DEFINITION: Under general supervision, performs work of considerable difficulty in developing and managing the Employee Information Group of the Department of Personnel Management; serves as a technical point of contact for assigned functional areas and assists with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities; supports Human Resource Information System (HRIS) upgrades, testing and other technical projects as assigned; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises and oversees the activities of assigned staff responsible for processing personnel action forms and maintaining employee information in HRIS for payroll purposes; provides technical assistance and guidance to assigned staff; reviews data entered into HRIS to ensure that information is entered correctly and in a timely manner and that all required fields are updated; performs employee performance evaluation for assigned staff; meets with assigned staff regarding issues and concerns and to review information and/or report changes to HRIS and process; provides guidance to programs regarding the processing and submission of personnel action forms, and personnel policies and procedures; prepares materials and provides training and orientation on various human resources issues.

Serves as a key liaison with payroll; works closely with the Payroll Office and Employee Benefits Office to ensure that information is properly entered into HRIS to process payroll checks for employees and to ensure that benefit deductions are accurate; ensures that personnel line item accounts are being charged to appropriate accounts; updates information in HRIS for back pay requests, annual leave payouts, deferred compensation payouts, assignment extensions, etc.; maintains data integrity by running queries and analyzing data; researches employee pay history and adjusts annual and sick leave balances, when requested; reports new hires to the State of Arizona.

Participates in the review, testing and implementation of HRIS upgrades, collaborates with functional and technical staff to coordinate application of upgrades; documents process and results; provides support for HRIS, including but not limited to, researching and resolving problems, unexpected results or process flaws; performs scheduled activities; recommends solutions or alternate methods to meet requirements; recommends process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy; writes, maintains and supports a variety of reports or queries utilizing appropriate reporting tools; assists in the development of standard reports for program needs; develops user procedures, guidelines and documentation; trains clients on new processes/functionality; trains new system users; develops policies and procedures regarding process changes.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles, practices and trends of human resource management.

Knowledge of regulations and reporting requirements pertaining to government.

Knowledge of financial administration principles and practices including automated accounting systems including human resources and financial reporting systems.

Knowledge of procedure and standards for check processing in a government environment, modern office procedures and practices used in accounting transactions, including recordkeeping and data security methods and techniques.

Knowledge of principles and techniques of supervision and training.

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Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions.

Skill in working with computers and applicable software applications.

Skill in developing and coordinating improvement to work processes, including work flow.

Skill in setting priorities to meet established as well as changing deadlines.

Skill in applying judgment in the release of confidential information.

Skill in researching, compiling and preparing reports and related information.

Skill in oral and written communications and presentations to a wide variety of audiences.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting; work is performed in a busy office environment with consistent need to meet deadlines.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Computer Science, Business Administration or related field; and three (3) years of human resources information systems experience.

PREFERRED QUALIFICATIONS:

- JD Edward/Oracle Training.
- FMIS Certification; PHR Certification.
- Experience in developing user procedures, guidelines and documentation.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.