

HRIS PROJECT MANAGER

DEFINITION: Under administrative direction, performs work of considerable difficulty in developing and managing plans to implement the human resources/payroll/benefits component of the PeopleSoft Enterprise One; 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:

Directs the process of selecting and contracting with an implementation consultant who will assist in the modification and implementation of the human resources/payroll benefits component of the PeopleSoft Enterprise One to ensure that the project is completed and implemented in a timely manner and within the budget constraints; works with the HRIS implementation team and various Navajo Nation programs and departments in acquiring the services of an implementation consultant; consults with functional experts in various Navajo Nation programs and departments to develop an implementation strategy, taking into consideration specific needs and overall project goals; prepares and conducts presentations on the implementation plans.

Directs, prepares and reviews operational reports, adjusts schedule to meet priorities and prepares progress reports; designs and directs feasibility studies, systems analysis, program testing and implementation to ensure that system upgrades or enhancements are enacted; leads the HRIS implementation team in the review and modification of existing workflow processes to incorporate practices that best utilize the features of the PeopleSoft EnterpriseOne; prepares and implements training programs by identifying training requirements of end users by assessing current skill levels; develops individual work and training plans and provides appropriate training opportunities.

Assists in developing budget and resource requirements; collaborates with other project team members to ensure that the project has resources available and ensures that team assignments are completed; participates in project meetings to inform others by presenting information, providing documents, drafting and editing reports, letters and other written materials; provides status reports for the legislative, project core committees and end users to ensure communications, speaks with individuals and groups utilizing other means of communications, project evaluation forms, information integration, budget control charts and project control charts.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation Procurement processes and procedures.

Knowledge of governmental accounting and financial administration principles practices and systems.

Knowledge of federal, state, local and tribal government finance rules, regulations and laws.

Knowledge of regulations and reporting requirements pertaining to governmental finance administration.

Knowledge of principles and techniques of supervision and training.

Skill in project management, including but not limited to managing budgets, consultants, vendor negotiations and end user training.

Skill in working with computers and applicable software applications.

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

Skill in reading and comprehending technical information and document system and user procedures.

Skill in dealing constructively with conflict and completing priorities and developing effective action plans.

Skill in establishing and maintaining effective and cooperative working relationships.

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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. May be required to work evenings and/or weekends.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Business Administration, Computer Information Systems or a related field; and four (4) year of progressively responsible professional experience in governmental finance or a large complex computing environment, including two (2) year of supervisory experience.

PREFERRED QUALIFICATIONS:

- A Master's degree in Business Administration, Computer Information Systems or a related field.
- FMIS Certification
- Proficient in Microsoft Office software or other computer applications.

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.