JOB TITLE:	PAYROLL / HRIS SYSTEMS ANALYST	DIVISION:	DISTRICT – INFORMATION SYSTEMS
REPORTS TO:	SENIOR INFORMATION SYSTEMS MANAGER	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the general direction of the Senior Information Systems Manager, this position provides HRIS system support and is a liaison between Human Resources (HR), Payroll (PY) and Information Systems (IS) staff. The position will interact with all levels and groups to implement, upgrade, support and maintain company's core Human Resources Information Systems. The position will use organizational, analytical and problem-solving skills to support HRIS projects. Works with management and internal groups to develop processes and procedures for maintenance of the HRIS systems. Provides metrics and reports to identify business problems and/or support business decisions.

Essential Responsibilities

- Serves as the functional/technical lead and support of HRIS systems including problem resolution, reporting, and business policy and procedure support. Supports Payroll and Kronos time tracking system as a priority.
- Adheres to incident, problem, change management, and other Information Systems policies and best practices.
- Serves as a liaison between a liaison between Human Resources (HR), Payroll (PY) and Information Systems (IS) staff, as well as HRIS application system users and system vendors
- Develops and provides user training for all modules of the HRIS system.
- Creates and maintains user documentation, procedures, and training materials in a variety of formats as needed to document HRIS system usage.
- Develops a knowledge based of problem symptoms and solutions to improve the timeliness of problem resolution.
- Continues to monitor and stay current on new features contained in new releases of the software.
- Identifies unused system functionality and present opportunities for improvement of business processes using this functionality.
- Works with system users to identify and gather requirements for reports and creates reports.
- Fulfills users various data mining requests.
- Supports various large interface integrations between the application systems and resolving data problems that occur in the interfaces. Uses understanding of system setup, interdependencies and data flow to track down system and interface problems.

- Work with HRIS users, vendors, and staff to resolve interface issues.
- Lead HRIS system implementations, upgrades, and projects which includes the following tasks: schedules and leads HRIS project meetings; provides system demonstrations; performs gap analysis between existing and new system; identifies critical business or end-user requirements; identifies potential issues and research possible solutions; works with vendor and staff to resolve issues; performs system setup and configuration; creates data load templates; loads data into new system; validates the load process; develops test plan, conducts and coordinates system testing with appropriate parties; troubleshoots any implementation issues; recommends and implements software upgrade paths; continuously monitors and stays current on new features contained in new releases of the software; and supports projects with research, analysis, coordination and communication.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Knowledge of:
- Human Resources and Payroll processes and data.
- Theories, principles, and practices related to Information Systems, Human Resources, and Payroll.
- Business process and system process modeling, and problem solving techniques.
- Incident, problem, change management, and other Information Systems best practices.
- Project management methodology, techniques, and tools.

Skill in or Ability to:
- Support large enterprise applications.
- Developing large interface integrations.
- Writing SQL for review and update of Oracle or SQL server relational databases.
- Analyze situations, identify problems, evaluate system changes, determine feasibility, and recommend and implement solutions in a cost effective manner.
- Clearly define system integration and interface requirements.
- Prepare reports, proposals, presentations, and correspondence in a professional manner.
- Establish and maintain professional working relationships with co-workers, supervisors, District staff, and outside vendors.
- Demonstrate exceptional interpersonal, problem-solving and communication skills
- Meet tight time constraints and frequent deadlines.
- Work with a high degree of independence in a dynamic environment supporting the business requirements of multiple business units, customers, and business systems.
- Coordinate the configuration, testing, and implementation of technology solutions.
- Explain technical information to both technical and non-technical users.
- Develop and provide user education and support documentation.
- Maintain and demonstrate strong technical competence in Microsoft Office products such as Access, Excel, Word, Outlook, Project, and Power Point.
- Know and follows the safety and health rules and safe working practices applicable to the job.

Minimum Qualifications

Education and Experience:
- Bachelor's degree required, preferably in Computer Science, IT, Human Resources, Business, or related major. Additional qualifying experience may be substituted on a year-for-year basis in lieu of formal education.
- A minimum of six (6) years' experience in HRIS or similar role providing technical support to large complex enterprise HRIS applications and vendor maintained systems. This experience must include working as an internal consultant to end users and as a liaison to vendors within medium or large-sized organizations.
- Minimum of three (3) years' experience with time and attendance implementation & public sector payroll accounting.
- Proficiency with Personal Computers and Applications including Outlook, Excel, Word, Power Point, and Access.

Desirable Experience/Certifications:
- Experience working with IFAS and Kronos systems. Experience working in a transportation industry in either the public or private sector.
- Experience working within a Citrix environment.
- Experience working with large interface integrations.
- Experience working with Business Intelligence tools.
- Experience upgrading large scale enterprise systems
- Desirable Certifications: Certified Payroll Professional (CPP), Fundamental Payroll Certifications (FPC), Human Resource Information Professional (HRIP)

Required License/s:
- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

Physical Requirements: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment. May require some weekend and evening work. Occasionally travel to meetings throughout different office sites and/or locations.