University of Central Florida
Class Specification
Administrative and Professional

Assistant Director HRIS

Job Code: 2601
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Serve as the top technical administrator for the enterprise human resources information system (HRIS).

Oversee HRIS programming, business systems analysis, documentation, training and development, software upgrades and modifications, and table set up and maintenance.

Supervise HRIS analysts.

Define functional business requirements for the HRIS used by the technical staff.

Serve as the university representative for this functional area.

Confer with administrative and academic administrators to improve and maintain optimum performance of this functional area.

Develop and administer policies and procedures for this functional area.

Ensure all goals and objectives are achieved by both technical and management staff for this functional area.

Minimum Qualifications
Bachelor's degree and six years of information technology experience.

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<u>HRIS Analyst Senior</u>

Job Code: 2603
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Develop, implement, test, and upgrade Human Resources Information System (HRIS) applications, modules, and databases (payroll, time and labor, employment, training, benefits, and position management).

Perform HRIS system workflow and module analysis.

Perform SQL (Structured Query Language) and ERP (Enterprise Resource Planning) programming.

Perform HRIS system upgrade and module testing.

Design, code, test, and document HRIS programs, reports, and SQL queries.

Write HRIS computer specifications and work flow schema.

Serve as liaison between HRIS end users and enterprise computer programmers.

Work with enterprise programmers to schedule and coordinate HRIS upgrade testing prior to installation to production.

<u>Minimum Qualifications</u>
Bachelor's degree and two years of information technology experience.

University of Central Florida
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HRIS Analyst

Job Code: 2602
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Create, modify, and maintain HRIS queries for end users.

Develop HRIS training manuals and material.

Train university HRIS users and keeps them abreast of current and new functions of HRIS.

Monitor and maintain HRIS system security.

Assist in upgrades and module development of the HRIS system.

Document and test the functionality of HRIS modifications, upgrades, and patches.

Work with human resources representatives to integrate and adapt business processes to HRIS applications and visa versa.

Serve as liaison between HRIS end users and enterprise computer programmers.

Minimum Qualifications
Bachelor's degree and one year of information technology experience.