



Job Title	Associate Director HRIS	Job Code	HR0622
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	HRIS/Records

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

HRIS/Records Professionals perform administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires. Assist in the collection of employee information for reports and statistical research. Enter employee data into HRIS.

Job Summary

Provides support to various areas regarding the university Human Resources Information System (“HRIS”). Ensures HRIS database accuracy and proper usage of HRIS’ business processes and operational guidelines. Stays up to date on and ensures compliance with state, federal, and university policies and regulations.

Representative Duties

1. HR Technology Management

- Serves as Project Manager for HRIS upgrades
- Detects, troubleshoots, analyzes, and corrects technical problems related to HRIS
- Documents business processes and operational guidelines for HRIS
- Assists in preparing proposals to develop new systems and/or operational changes

2. HR Technology Communication and Change Management

- Identifies opportunities for improvement regarding HRIS
- Provides recommendations and assists in the development of HRIS strategy and implementation
- Interprets and ensures compliance with state and federal regulations
- Coordinates campus-wide activities to ensure HRIS needs are being met
- Works with various areas to integrate HRIS’ processes and operational guidelines

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.