



<b>Job Title</b>	HRIS Analyst I, II, and III	<b>Job Code</b>	HR0617, HR0619, HR0620
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18, 19, 20
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Human Resources	<b>Union Code</b>	0
		<b>Subfamily</b>	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**

Ensures that Human Resources staff and departmental representatives are properly informed of the functions and use of computer systems used within Human Resources.

**Representative Duties**

**1. HR Technology and Website**

- Assists with system testing for patches and upgrades, including documentation and training
- Documents business processes and operational rules as they relate to HRIS
- Monitors and maintains system security for various classes of users or for the HRIS
- Develops queries for HR metrics, public records requests, and requests from HR and the campus community
- Coordinates with computer services staff to maintain and refresh databases when necessary
- Identifies communication needs related to HRIS and programs including, but not limited to, forms, processes, and use of systems
- Serves as the back-up for maintenance of the HR website
- Assists with web design

**2. HR Technology Training**

- Facilitates and trains employees as super-users and trainers to employees outside of the HR function
- Develops and assists HR areas with web courses

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		
Physical/Environmental Demands		
Standard office environment with no unique physical demands.		

Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
<b>Level I</b>
<ul style="list-style-type: none"> <li>• 0+ years of relevant work experience</li> <li>• Work is closely supervised</li> <li>• Problems faced are not typically difficult or complex</li> <li>• Explains facts, policies and practices related to job area</li> </ul>
<b>Level II</b>
<ul style="list-style-type: none"> <li>• 2+ years of relevant work experience</li> <li>• Works independently with general supervision</li> <li>• Problems faced are difficult but typically not complex</li> <li>• May influence others within the job area through explanation of facts, policies and practices</li> </ul>
<b>Level III</b>
<ul style="list-style-type: none"> <li>• 4+ years of relevant work experience</li> <li>• Managing projects / processes, working independently with limited supervision</li> <li>• Coaching and reviewing the work of lower level professionals</li> <li>• Problems faced are difficult and sometimes complex</li> </ul>

**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.**