HUMAN RESOURCES INFORMATION SYSTEMS SPECIALIST

JC: 000281   **BU:** 91 (NR)
PG: NRH 036   **Created:** January 1999
FLSA: Non-Exempt   **Revised:** June 2019

*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.*

DEFINITION

Under close supervision, assists in the entry and maintenance of core human resources data; processes a variety of personnel transactions; assists customers with general human resources matters; provides general administrative support to Human Resources Information Systems (HRIS) Analysts within the HRIS Division of the Human Resources Department with technical tasks; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the paraprofessional level classification which serves as a bridge between the clerical support classifications and the professional classification series in the area of HRIS. While the primary work is administrative/clerical in nature, positions in this classification require substantial administrative expertise and apply extensive knowledge of District policies and procedures or para-professional knowledge of human resources systems principles and practices. Additionally, this classification assists and supports the professional staff with assignments and projects on a regular basis and resolves problems which have a significant impact on the overall goals and activities of the department. This classification is distinguished from the HRIS Analyst classification in that the latter is the full journey level class within the professional level classification series and performs a variety of administrative and technical analytical duties, exercising independent judgment within the HRIS division.

REPORTS TO

Supervisor of HRIS or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Provides administrative support to the HRIS division with technical tasks; develops correspondence, spreadsheets and tracking documents.

2. Maintains position data, including processing department, location and reporting changes; creates and abolishes positions; processes position reclassifications.

3. Processes hew hires, transfers, promotions, leaves of absence, returns to work, terminations and retirements within the HR system.

4. Assists staff in a variety of professional and administrative duties, including management of leave buy-back programs, excellent attendance programs, and verifications of employment.

5. Serves as frontline contact for HRIS team.

6. Provides recommendations based on significant knowledge of the department's professional objectives and activities.

7. Confers with user departments for request or provision of services.

8. Processes appropriate paperwork/forms related to services.

9. Uses specialized knowledge to independently respond to inquiries received from vendors, customers and other department personnel.

10. Monitors office processes/activities; processes personnel and payroll transactions requiring qualitative or technical review; prepares written and statistical reports as requested.

11. Organizes and maintains various files; types correspondence, reports and forms from drafts, notes or briefs.

12. Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.

13. Inputs information into an on-line computer system; operates standard office equipment.

QUALIFICATIONS

Knowledge of:
- Policies, procedures and practices of public sector human resources programs
- District's current Oracle PeopleSoft HRIS system
- Union contracts and labor practices in a unionized environment
- Laws and regulations regarding new hire documents and processes
- Principles and practices of customer service
- Principles and practices of administrative/clerical support for the day-to-day operations of a function or department
- Office management practices and procedures including the operation of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation
- Basic business data processing principles and the use of on-line computer programs

Skill in:
- Preparing clear and concise written reports and correspondence. Researching and summarizing various materials
- Entering and maintaining accurate data
- Maintaining attention to detail and adherence to technical requirements
- Reading and interpreting rules, policies and procedures
- Composing routine correspondence from brief instructions
- Using initiative and sound independent judgment within established guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Operating standard office equipment including a word processor and an on-line computer system

- Making accurate mathematical calculations
- Organizing and communicating
- Maintaining accurate records and files
- Maintaining confidentiality and managing confidential information
- Solving problems and making decisions
- Processing requests
- Running Queries for reports
- Setting up audio visual equipment

MINIMUM QUALIFICATIONS

Education:
Possession of a high school diploma, GED or recognized equivalent.

Experience:
Two (2) years of clerical/administrative or office assistance experience which will have provided the required knowledge and skills listed above.

WORKING CONDITIONS

Environment Conditions:
Office environment and exposure to computer screens.

Physical Conditions:
Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 6000 – Clerical
Census Code: 5940 – Miscellaneous Office/Administrative Support Worker
Safety Sensitive: No