

Classification Description

Job Title: HRIS Business Systems Analyst	Reports to: Business Solutions Manager
Former Job Title:	Department/Division: TIS
Union:	Bargaining Unit:
Supervisory: No	FLSA: Exempt
Date Reviewed: January 2019	EEO:

Summary

Under the general direction of the Business Solutions Manager in Technology & Information Services, the Human Resources Information Systems (HRIS) Business Systems Analyst is responsible for partnering with HR to contribute to the implementation and support of HRIS solutions at the city, which includes business process mapping, system configuration, Tier 2 support, end user training, and vendor engagement.

Distinguishing Career Features

The HRIS Business Systems Analyst is a contributor to the overall delivery of HRIS at the city, and as such has latitude in making decisions within their defined role. The impact of the work can be citywide. The role focuses on HRIS systems specifically, and makes decisions in collaboration with senior contributors in TIS and leadership within Finance, HR, and other related departments. The role will be overseen by senior contributors and leadership within TIS.

Essential Duties and Responsibilities

- Contribute to the planning, development and implementation of strategic plans and objectives that aid in achieving citywide vision, mission and business objectives by developing and fostering relationships with business stakeholders.
- Contribute to the evolution and maintenance of a strategically sound citywide HRIS platform in support of the employee lifecycle, and city staff capacity planning.
- Align with the HR department on implementing and monitoring policies, practices, training programs and standards that govern HR operations at the city.
- Support the implementation of standards and work programs to ensure the integrity, confidentiality and availability of City personnel data.
- Maintain a catalog of business process maps, key business models, and end-to-end cross-functional workflows that relate to HRIS systems and processes at the city. Participate in process improvement projects relating to these processes.

- Follow change management processes relating to HRIS and related systems at the city, and lead configuration changes in relation to HRIS systems.
- Partner with HR to design and implement documentation and training plans relating to HRIS.
- Act as a secondary point of contact and escalation to vendors that the city has retained for systems maintenance, support, and professional services. When necessary, contribute to RFPs in relation to HRIS.

Qualifications

- Knowledge of and Skills in

- Intermediate to advanced knowledge of Kronos Workforce Management – design, configuration, and integration.
- Business analysis and design skills, including documentation.
- Functional analysis skills to translate business needs into application specifications.
- Data visualization tools such as PowerBI, Excel, Tableau.
- SDLC methodology and a strong understanding of IT security concepts and standards
- PM methodologies such as Waterfall and Agile. PM tools such as JIRA, MS Project, Excel.

- Abilities to

- Work directly with City departments to facilitate HRIS systems analysis and change management processes.
- Create and manage HRIS management awareness training programs for employees, contractors and approved system users.
- Provide subject matter expertise to City senior management on a broad range of HRIS solutions, best practices, and compliance requirements particularly related to Federal, State, and County standards.
- Monitor vendor alignment with HRIS requirements as needed.
- Ability to participate in decisions based on the entire body of work and assimilate the big picture.
- Ability to support decisions and resolve complex problems that involve understanding the priorities and organizational needs of the City.
- Ability to contribute to technical systems implementation, design, programming and systems administration duties.

- Physical Abilities and Working Conditions

Work is predominately performed indoors in an office with occasional driving to other locations for meetings. Attendance at evening meetings may be required. The work requires sitting, talking and hearing; frequently requires the use of hands to fingers, handling writing instruments, computers and office supplies which require repetitive arm wrist and hand movement. Occasionally, requires standing and reaching with

arms and hands, climbing, stooping, kneeling, crouching, bending or crawling. May require occasional lifting not exceeding 30 pounds.	
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- Education and Experience

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| <ul style="list-style-type: none">• Bachelor's degree or equivalent experience in an HRIS or IT-related discipline.• Minimum of 3 – 5 years' experience in a combination of HRIS and/or Information Technology positions demonstrating a progressive growth in responsibility.• Proven experience with current HRIS technologies• Demonstrated experience with contributing to significant parts of HRIS deployments and/or upgrades.• Demonstrated understanding of technological trends and developments in the areas of information HRIS, system architectures, and cloud computing.• Demonstrated ability to frame technical concepts to both technical and nontechnical audiences. |
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- Licenses and Certificates

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| <ul style="list-style-type: none">• Valid Washington State driver's license |
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This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.