



HRIS ANALYST

JC: 000211

PB: 4

FLSA: Exempt

BU: 91 (NR)

Created: 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 supervision, maintains and updates Districtwide employee data and employment transactions including wage increases, new hires, terminations, and promotions; performs a variety of analytical and technical tasks; performs related duties as assigned

CLASS CHARACTERISTICS

This is the journey level classification within the HRIS Analyst series responsible for performing specialized analytical and complex work in support of Human Resources function. Positions at this level possess a specialized, technical or functional expertise within the area of assignment. Employees are typically assigned significant responsibilities at the journey level and customarily exercise discretion and independent judgment in the performance of all duties. This classification is distinguished from the Supervisor of HRIS in the latter is responsible for the daily activities and operations of the division or team by providing oversight and guidance to department operations staff.

REPORTS TO:

Supervisor of HRIS or designee.

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

1. Maintains and updates Districtwide employee data and employment transactions including wage increases, new hires, terminations, and promotions; reviews, coordinates, processes and validates human resources and pay transactions, position control requests, security requests and settlements.
2. Prepares reports and documentation; maintains accurate records and files; compiles and maintains a variety of queries, reports, records, and logs.
3. Performs mass data updates, exports, imports, and research to assure system and information accuracy; troubleshoots problems and issues of concern with software and data input and output.
4. Responds to information requests; provides information within area of assignment; resolves complaints in an efficient and timely manner.

5. Provides human resources technology expertise to managers, supervisors and staff regarding human resources matters; support HRIS systems business process improvement, documentation and training activities.
6. Interprets and explains human resources policies, procedures, rules and regulations to District staff.
7. Stays abreast of new trends, legislation and innovations in human resources.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of personnel services programs and operations
- Methods and techniques of analyzing data and statistics
- Payroll system, time reporting code and PeopleSoft system
- Basic principles and practices of compensation and benefits programs
- Methods and techniques of basic report writing
- Basic principles of labor relations
- Basic affirmative action principles
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

Skills and Abilities:

- Performing a variety of tasks in support of the human resource services program
- Performing data and statistical analysis
- Analyzing information, evaluating alternatives and recommending solutions
- Preparing clear and concise reports and documentation
- Maintaining accurate records and files
- Responding to requests and inquiries from employees and the general public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Communicating clearly and concisely, both orally and in writing.
- Operating office equipment including computers and word processing and spreadsheet applications.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in human resources, public administration, business administration or a closely related field from an accredited college or university.

Experience:

One (1) to three (3) years of experience in human resources, data analysis or related experience.

Substitution:

Professional level experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No