SUPERVISOR OF HUMAN RESOURCE INFORMATION SYSTEMS (HRIS)

JC: 000244   **BU:** 91 (NR)

PB: 7   **FLSA:** Exempt

*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 general direction, manages and supervises the daily operations and activities of the HRIS Department including transactional processing of all HRIS actions and all HRIS modules; acts as HR liaison for all HRIS modules; and performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisor level classification in the HRIS Department. Classifications at this level are responsible for supervising, assigning and reviewing the work of subordinate staff, may oversee the work of outside consultants or assisting higher level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff. This classification is distinguished from the Manager of Benefits and HRIS in the latter is responsible for the operations and activities of the HRIS and Benefits departments and staff.

REPORTS TO

Manager of Classification and Compensation or designee

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

1. Manages and supervises the operations and activities of the HRIS Department; provides general oversight of daily activity, escalations, strategies, goals and reporting.

2. Oversees and coordinates the organization, operations and activities for the HRIS program; administers human resources program policies, procedures and regulations.

3. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.

4. Reviews, monitors and participates in staff work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and practices.

5. Coordinates personnel actions and technology needs. Acts as HR liaison for all modules; works with IT, other departments and divisions to analyze needs and requirements of recruitment, testing, cost containment, compensation and performance.
6. Plans, implements and provides oversight on assigned; identifies resource needs and

opportunities for improving delivery methods using HR technology roadmap; reviews with appropriate management staff; implements improvements.

7. Oversees performance of or develops studies and surveys, including determining the scope of study and collection and analysis of data; finalizes written recommendations on results. Researches data and troubleshoots issues to find new efficiencies.

8. Analyzes, manages, and reports data; ensures integrity of employee data within the human resources information system (HRIS), building security access and train riding access.

9. Participates in the preparation and administration of various district-wide programs, policies, or procedures relating to human resources operations and activities.

10. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

11. Prepares a variety of reports, presentations and documents for use by department and executive managers; ensures maintenance of accurate records and files.

12. Responds to employee requests and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner; may act as assigned human resources expert witness in legal actions.

13. Attends and participates in professional group meetings; may represent Department on various committees throughout the District.

14. Stays abreast of new trends, legislation and innovations in the field of human resources.

QUALIFICATIONS

Knowledge of:
- Operations, services and activities of human resources administration including processes, modules, recruitment, testing and, selection, classification, compensation, benefits, employee assistance, workers compensation program administration, human resources information systems (HRIS) and performance and learning
- Principles, practices and processes of human resources management
- Principles and practices of program development and administration
- Principles and practices of project management.
- Principles and practices of classification and compensation program administration
- Principles and practices of human resources information systems (HRIS)
- Principles and practices of organizational development, management and leadership training
- Principles and practices of training program development
- Methods and techniques of research, and data collection and analysis
- Methods and techniques of designing and conducting applicant and assessment programs.
- Methods and techniques of effective communication
- Methods and techniques for assessing performance against established objectives
- Principles of advanced report writing
- Advanced methods and techniques of implementing personnel services in assigned program areas

- Principles and practices of supervision and training
- Federal, State and local codes, laws, guidelines, and regulations

Skill/Ability in:
- Performing complex duties relative to assigned functional area, including recruitment, testing and selection, job evaluation, classification and compensation, benefits program administration, employee assistance, workers compensation, human resources information systems (HRIS) and performance and learning
- Supervising and coordinating assigned human resources programs
- Selecting, supervising, training and evaluating staff
- Applying practices, theories, techniques and management methodologies to assigned area
- Interpreting and applying department policies and procedures
- Analyzing complex problems, identifying alternative solutions, making recommendations
- Conducting compensation and benefits surveys and analyzing data
- Overseeing human resources information systems (HRIS)
- Conducting performance and learning programs
- Designing and developing supervisory and management training programs
- Performing research and data analysis and reporting; Analyzing workflow performing strategic analysis
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Preparing clear and concise reports and documentation
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:
Possession of a bachelor's degree from an accredited college or university in business administration, human resources, or a closely related field.

Experience:
The equivalent of four (4) years of full-time progressively responsible Human Resources Information Systems (HRIS) Administration experience, Human Resources or related experience which must include at least one (1) year of lead experience.

Substitution:
Additional professional 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: 1500 – Supervisors/Other
Census Code: 0640 – Compensation, Benefits, Job Analysis Specialist
Safety Sensitive: No

CLASSIFICATION HISTORY
Created :   October 2001
Revised: June 2019
            October 2021
Updated :