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| **Position Title** | | **Division** |
| HRIS Specialist | | Finance & Administration |
| **Reports To:** | **Department** | **Date** |
| VP, Human Resources | Human Resources | January 6, 2021 |
| **Supervises** | **FLSA** | **Revised** |
| N/A | Non-Exempt |  |

**GENERAL SUMMARY**

The HRIS Specialist is responsible for providing support, maintenance and development of the human resources information systems (HRIS) supported/utilized by the HR team. The HRIS Specialist will serve as a technical point of contact for the HR team, the HRIS vendors (e.g. ADP, ApplicantPro) and end users and is responsible for accurate and timely preparation and completion of human resources transactions to include resolving time and attendance module issues, ensuring data input accuracy and integrity, creating useful reports and leveraging systems for optimal performance for all systems/modules (e.g. time and attendance, payroll, benefits, performance, recruitment, systems configuration, security, self-service , password resets, new user setup, etc.) This position will also provide backup support to all HR team members in a variety of capacities including payroll, benefits administration, overflow recruiting support, leave administration, and other HR tasks and projects as assigned by the VP and/or AVP of Human Resources.

**MAJOR RESPONSIBILITIES (***in descending order of importance and should be no more than 10, if possible***)**

1. Researches and implements actions to maximize the efficiency of the HRIS systems for all available modules including time and attendance, payroll, benefits, onboarding, system configuration, recruitment, performance, self-service and workflow features as appropriate. Identifies ways to streamline HR processes using available HRIS technologies.
2. Completes maintenance updates to the Credit Union’s Human Resource Management Systems (which may include one or more Human Resources Information Systems) including but not limited to employee records, benefit data files, validation table updates and verifications, job requisitions and job posting data updates and verifications, systems configuration /modifications and system security.
3. Develops and executes monthly, quarterly and annual standard and ad-hoc queries and reports used for monthly HR metrics and other data analytic projects. Develops and runs employee census reports and other custom reports needed to support HR or organizational initiatives. Completes required government reporting such as EEO-1 reports, Affirmative Action data reports and other government-required census reports.
4. Serves as the liaison with the HRIS vendors and Credit Union employees to address any technical support issues, upgrades, system enhancements and/or process improvements. Develops knowledge documents and conducts trainings for employees on HRIS systems where needed.
5. Initiates all employee new hire, termination and staff change workflows on The Zone in a timely manner. Assigns, modifies or deletes workflow tasks assigned to credit union employees when necessary.
6. Assists the department with vendor due diligence tasks, user access reviews and other information security reviews as necessary.
7. Provides backup support for recruiting, leave management, payroll processing, benefits administration and filing when necessary
8. Assists in the development of a compliance protocol with other members of the HR department and performs frequent audits of information including employee demographic information, I-9 compliance, payroll data accuracy, benefit plan document compliance (e.g. plan documents, SPD’s, Wrap Documents, etc.), benefit plan set-up, benefit enrollments, time and attendance data and other system data to ensure data integrity and compliance.
9. Assists the VP, Human Resources and Payroll/Benefits Administrator in auditing year-end tax forms such as 1094/1095/W-2’s. Manages the compliance portal on the ADP HRM system that houses these forms. Ensures data is accurate so that the forms produce correctly. Creates and runs reports to verify information as necessary.
10. Oversees the HR Forms Library page on The Zone to ensure relevant and appropriate content. Works with the Marketing Department to add, modify and delete content, as required.
11. Performs other duties as assigned by the VP or AVP of Human Resources.

**QUALIFICATIONS:**

***Education***

BA/BS degree in Human Resources or related field preferred. PHR/SHRM-CP or Payroll/Benefits certification preferred.

***Experience***/***Skills/Knowledge***:

1. 3 – 5 years previous Human Resources experience with at least one year in an HRIS-focused role, preferably in a credit union or financial institution.
2. Strong technical acumen is required. Advanced knowledge of HRIS (including report-writing) required, ADP preferred. Advanced PC proficiency, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and the Internet.
3. Excellent organizational, analytical and problem-solving skills.
4. Must have strong attention to detail, demonstrate an ability to organize data effectively and produce high-quality reports.
5. Ability to handle multiple projects/priorities simultaneously with an effective outcome.
6. Ability to deal with highly confidential information. Must possess strong service orientation skills.
7. Excellent verbal, written, telephone and interpersonal communication skills are required.
8. Ability to work in both a team environment and independently.
9. Ability to function in a commercial office environment and utilize standard office equipment including but not limited to: fax, copier, telephone, etc. Some travel required. Ability to lift a minimum of 25lbs. e.g. file boxes

**GENERAL DESCRIPTION:**

***In terms of physical requirements, this position requires work best described as:***

 Sedentary  Light  Medium  Heavy  Very Heavy

**PHYSICAL TASKS:**

1. Standing/Walking/Bending/Stooping – occasional
2. Hearing - Ability to receive information through oral communication (face to face and telephone). - Continuous
3. Talking - Expressing or exchanging ideas by means of the spoken word (face to face and telephone). – Continuous
4. Reading – Ability to receive information through fax, e-mail and text messages – Continuous

**AUDIO / VISUAL:**

1. Requires vision to perform work dealing with data and figures and computer screens -Continuous
2. Requires ability to prepare and execute presentations, training programs and seminars. -Continuous

**PSYCHOLOGICAL/MENTAL DEMANDS:**

1. Responds positively and productively to stressful internal (employee)/situations. - Continuous
2. Assists others to work harmoniously and effectively as part of a work team. – Continuous

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| **Employee’s Signature** |  | **Date** |  |
| **Manager’s Signature** |  | **Date** |  |
| **Human Resources’ Signature** |  | **Date** |  |