



Job Description

TITLE: HRIS Specialist	JOB CODE: 3370
DEPARTMENT: Human Resources	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 11, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general direction of the Chief Human Resources Officer (CHRO), the HRIS Specialist plays a key role in the development, design, implementation, trouble-shooting, and maintenance of the HRIS system functions ensuring data integrity and the accurate processing and reporting of HR data. Serves as the HR department liaison to the Information Services function. Works closely with the CHRO on preparing, tracking and maintaining the HR budget; including integral work processing all purchasing and finance system functions timely and accurately. Performs daily general office functions. This position must maintain a high degree of confidentiality and professionalism at all times to remain successful.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Operate and manage the HRIS system; ensure the accuracy of pertinent personnel and payroll information; ensure processing occurs within timeframes for timely payroll processing.
- Ensure all HR documents are maintained per legal requirements and perform periodic audits for compliance and recordkeeping requirements, print pertinent documents to support personnel action changes to file in employee's personnel file.
- Deliver routine daily/weekly/monthly reporting and responds from basic, intermediate to complicated ad hoc data requests, in a timely and efficient manner.
- Receive incoming documents, ensure all appropriate signatures are received, evaluate, and generate appropriate personnel action forms; make system changes to reflect a variety of personnel transactions.
- Maintain performance evaluations within the HRIS system to ensure supervisors and managers receive, complete, and return employee performance evaluations as required.
- Maintain the HR manning table, work closely with payroll to update the master payroll records.
- Maintain the Salary Matrix, including pay/grade calculation adjustments, and job codes, as required.
- Handle sensitive and confidential data and ensure the quality and integrity of all information produced.
- Cross train with all positions in the Human Resources Department and may be required to perform the duties of those positions; assist with providing coverage to HR Clerk and front desk communication center, as needed.
- Maintain employee personnel files by ensuring documents are filed accordingly and timely; receive documents, determine where to file, and place in to be filed tray; provide training to HR staff on what and where to place documents in employee personnel files; periodically monitor to ensure documents are filed timely and correctly; perform filing into employees personnel files. Maintain former employee personnel files, provide former employment information, ensure compliance with storage and destruction of former employee personnel files.
- Act as records manager for the HR Department; responsible for appropriate maintenance, storage, and destruction of documents.
- Assist in training new HR employees; provides guidance to HR interns, answering phones and assisting walk-ins.
- Research and verify current past employment information, adhering to applicable policies.
- Responsible for all purchasing activities for the department as well as tracking the department budget; including creating requisitions, purchase orders, purchase card reconciliations.
- Assist in annual budget preparation.
- Perform the duties of HR Recruiter and Employee Development Specialist in their absence when needed.
- Assist with open enrollment and benefit functions when necessary. Assist with Wellness Fair when needed.
- Assist with coordinating annual employee service awards.
- Ensure all computer applications are implemented successfully for the Human Resources department; assist in trouble-shooting and training as needed.
- Performs other related duties as assigned.

Job Description

HRIS Specialist

Required Knowledge and Skills:

- Knowledge of human resources operations and functions.
- Knowledge of County policies and procedures.
- Knowledge of the Human Resources Information System.
- Knowledge of payroll processing procedures and functions.
- Knowledge of NM Records Management.
- Knowledge of HRIS system.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in providing a high level of customer service to County employees and the public.
- Excellent computer skills, with both Microsoft and HRIS systems.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Excellent communication skills, both orally and in writing.
- Excellent analytical, problem solving, and time-management skills.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Skill in the use of a personal computer, standard business software, and Web-based talent management software programs.

Education and Experience

- BA Degree and minimum of five (5) years of HRIS related experience or equivalent combination of education and HR experience sufficient to perform the duties of the position.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.
- Advanced knowledge of web-based talent management tools.
- Extensive knowledge of Microsoft Excel, Access, or similar software(s).

Environmental Factors and Conditions/Physical Requirements:

- Regularly required to sit; use hands to finger, handle, or feel; and talk or hear; occasionally required to stand and walk. Requires close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- The noise level in the work environment is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____