



EMPLOYMENT OPPORTUNITY
Valley Metro RPTA
**Human Resources Information
Systems (HRIS) Analyst**

Valley Metro is an Equal Opportunity Employer

SALARY

\$61,014.00 - \$76,268.00 Annually

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 01/05/21

CLOSING DATE: Continuous

SUMMARY:

Open and Continuous - First review of applications will begin January 20, 2021.

The salary range listed (\$61,014 - \$76,268) reflects the TARGET HIRING RANGE only and does not represent the full pay range for this position.

Serves as the day to day HR technical point-of-contact as it relates to Oracle HCM, including CORE HR, Benefits, Onboarding, Performance Management, Compensation and Learn. Provides technical guidance and assistance to HR team members to optimize Oracle Modular functions and service delivery to end-users of the system. Analyzes and implements business processes workflow designs, ensuring data integrity, testing of system changes, and reporting of data in the HR information system.

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Bachelor's Degree in Business or Public Administration, Information Technology, Computer Science, or related field and three years of related professional-level experience in assigned area; or an equivalent combination of education and experience sufficient to successfully perform the essential duties may be considered.
- Experience with HRIS systems
- Project Management Professional (PMP) Certification desirable
- Highly proficient in Excel, with excellent analytics skills
- Team Player: Highly collaborative Proactive: Self-starter who takes initiative; able to effectively prioritize and work with a sense of urgency.

Licenses and Certifications:

Valid Arizona Driver's License

EXAMPLES OF DUTIES / KNOWLEDGE & SKILLS

The statements listed below describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.

As an HR representative, works closely with Information Technology Project Manager and Business Intelligence team to assist with system maintenance, upgrades, patches, testing and other technical Oracle projects related to system.

Prepares, maintains, and updates employee data for the HR information system; processes and maintains periodic reports of employee record data.

Develops, prepares and maintains procedural manuals, Standard Operating Procedures (SOP's) and system documentation for Oracle HCM.

Collaborates with HR team members to identify system improvements and enhancements; recommends and implements solutions; manages permissions, access, personalization, and similar system operations and settings for HRIS users.

Coordinates with Learning & Development Manager for training and support for system end-users. Evaluates, recommends and implements improvements to existing processes, procedures, configurations, documentation, and reporting.

Participates in user group meetings and coordinates with Finance, Information Technology on all system interfaces with payroll and new Finance ERP system.

Maintains high standards of confidentiality of all employee records and information; responds to open records and may assist with audits to ensure compliance with policies, procedures and applicable laws and prepares reports regarding findings.

Working closely with Information Technology team will assist in creating and maintaining a monthly and quarterly HR dashboard using relevant HR metrics to identify trends in a variety of areas to support decision making and workforce planning.

Serves as department resource for Oracle HCM. Utilizes the HRIS to compile reports and verifies the integrity of returned data; takes appropriate action to correct inaccurate information. Tests system upgrades, maintains tables, troubleshoots issues, and coordinates system improvements with IT Department.

Analyzes HR processes and makes recommendations for improvements via the use of technology; oversees the specifications, development, and implementation of new or redesigned systems, reports, and procedures for HR module users to ensure efficient business processes.

Oversees the HR module data tables, structures, files, and interface requirements. Works with IT, Payroll, and other stakeholders in setting up tables and defining data fields to insure proper reporting of data to internal and external customers.

Performs problem and/or process identification and definition; analyzes problems and takes corrective action or makes recommendations; collaborates with IT staff on system issues and problem resolution.

Assists HR team members with technical issues related to the HRIS system by investigating problems and developing detailed suggestions for resolution of issues. Works to provide a positive customer service experience and represent the Agency and the HR Division in a favorable manner.

Knowledge and Skills:

Knowledge of:

- HRIS Enterprise systems such as Oracle, WorkDay, etc.
- Working knowledge of human resources information systems best practices and procedures
- SQL language and report design
- Microsoft Office products, especially Excel
- HR business processes and procedures
- Project management principles and practices
- Data analysis and continuous improvement methods

Skill in:

- Report design using Oracle, Crystal Reports, SQL Reporting Services, Excel and other applications
- Identifying, researching and resolving complex technical issues
- Preparing and writing technical documentation
- Ability to communicate complex technical issues to a non-technical audience.
- Analytics: works with multiple systems, trends and data with the ability to analyze and find solutions
- Communication: writes and speaks clearly, easily communicating complex ideas to non-technical audiences
- Critical thinking
- Attention to detail
- Managing multiple priorities simultaneously by prioritizing workload and making adjustments as needed
- Professionalism and positive customer service, which contributes to the credibility of the HR team
- Ability to embrace and embody Valley Metro's core values

PHYSICAL DEMANDS / WORK ENVIRONMENT

Work Environment:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

APPLY DIRECTLY ONLINE AT: <http://agency.governmentjobs.com/valleymetro/default.cfm>