PRINCIPAL HUMAN RESOURCES ANALYST

FUNCTION OF THE JOB

Under direction, to perform advanced professional work in the implementation and administration of a comprehensive human resources information system (HRIS); and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Functions as lead administrator of the human resources information system (HRIS); manages system replacement, upgrades, and enhancements; establishes and maintains system security; directs changes in system workflows and processes; manages the position control function; ensures data accuracy and integrity; and develops and implements user policies and procedures.
2. Analyzes and evaluates HRIS operational issues; troubleshoots and resolves problems; analyzes future HRIS needs; recommends, implements, and participates in the development of modifications or enhancements to the system.
3. Maintains HRIS database files and tables; develops complex and comprehensive queries and custom end user reports to meet County needs; compiles acquisition of complex data reports, summaries, and logs requested County staff; programs custom functions and creates automated queries, filters, and reports.
4. Researches and analyzes in collaboration with County leadership and HRIS end users to identify issues, improvements, and modifications needed to existing systems and databases; evaluates alternatives and makes appropriate recommendations.
5. Serves as lead liaison between human resources, information technology, vendors, and other stakeholders for HRIS design, implementation, system configuration, and business process optimization.
6. Acts as primary liaison to HRIS end users providing technical support, troubleshooting, and general guidance; trains employees in the use of the system and creates training documentation; oversees and guides support staff assisting with assigned liaison and training responsibilities to end users.
7. Communicates HRIS policy, procedure, and program changes to all levels of employees; and conducts training sessions on these changes.
8. Functions as lead on Countywide policy, procedure, and program development and administration; leads regular reviews of current policy and procedure.
9. Analyzes current and proposed County, State, and Federal legislation, regulations, and guidelines to determine impact on the County; and recommends and implements required changes to existing policies and programs.
10. Participates as a member of the County's collective bargaining team; partners with and supports the Human Resources Manager, Senior Human Resources Analyst, and legal counsel in working through and investigating collective bargaining issues; provides data analysis through creation of data reports and cost analysis.
11. Interprets policies, procedures, collective bargaining agreements and federal and state human resources and labor statutes, rules, and regulations; and advises department heads, managers, and supervisors in their application.
12. Administers the pay-for-performance system; manages reporting, data collection, data validation, and analysis; manages County-wide communications related to the annual pay-for-performance process; makes recommendations to departments, Human Resources Manager, and County Executive; presents annual pay-for-performance report to County Board committees.
13. Manages Affordable Care Act (ACA) reporting and compliance; analyzes ACA eligibility and enrollment; prepares monthly and year-end reporting.
14. Conducts classification and compensation studies of various positions in conjunction with departments annual plan.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

15. Prepares and maintains accurate and detailed records, and makes presentations, and recommendations to departments, staff, and committees.
16. Establishes and maintains effective working relationships with employees, departments, union representatives, County Executive, County Board, attorneys, other government agencies, and the public.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the operation and use of HRIS.
2. Comprehensive knowledge of the principles and practices of labor relations and human resource administration.
3. Comprehensive knowledge of federal and state labor and employment laws and regulations.
4. Considerable knowledge of research methods, practices, and sources of information.
5. Considerable knowledge of computerized department program software, Internet access, database, spreadsheet, and word processing programs.
6. Considerable knowledge of the various duties, responsibilities, requirements, and qualifications of various levels of job classifications.
7. Ability to research and analyze complex information; organize data; evaluate alternatives; and make appropriate recommendations.
8. Ability to participate in and/or lead work groups; and coordinate, develop, and implement projects.
9. Ability to identify, analyze, and resolve problems.
10. Ability to plan, organize, and prioritize multiple work assignments and projects.
11. Ability to maintain accurate and detailed records and prepare and present comprehensive reports and recommendations.
12. Ability to utilize word processing, database, and spreadsheet programs.
13. Ability to establish and maintain effective working relationships with employees, departments, union representatives, County Executive, County Board, attorneys, other governmental agencies, and the public.
14. Ability to communicate effectively both orally and in writing and with groups or on a one-to-one basis.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in human resources management, information system management, or a closely related field.
2. Three (3) years of professional work experience in human resources information system administration or related experience.
3. A master's degree in one (1) of the areas listed above may be substituted for one (1) year of work experience.