

HRIS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located in the Department of Human Resources, or a large human resources division of a County department, supervises and coordinates the activities of a number of Human Resources support staff in the maintenance and operation of a large automated human resource record system. Responsibility involves providing technical and administrative direction in processing, verifying and approving transactions affecting the employment status employees under County jurisdiction to ensure conformance with Civil Service Law, Westchester County Personnel Rules, labor agreements and administrative procedures. Work also involves generating reports based on available information as required by Human Resources management staff. Work may also involve in the continual integration of automated systems technology by overseeing changes in a testing environments; ensuring accuracy and compliance with Civil Service law, mandated regulations and departmental guidelines, and in troubleshooting any employment processing issues. Work also involves regular and frequent contact with departmental administrative staff to ensure the accuracy and appropriateness of transmitted personnel information as well as interaction with Information Technology staff on the technical aspects of system operation. Supervision is exercised over a number of clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews and approves personnel transactions and payroll time transactions via a pending approval file on a computer terminal to ensure accuracy and compliance with Civil Service Law and Westchester County Rules;

Generates various reports from the automated roster system, that interfaces with budget, payroll and personnel files, to address various human resource and civil service requirements including: State Annual and Monthly reports, Affirmative Action Annual Report, statistical reports used during contract negotiations, etc.;

Supervises clerical staff in the timely and accurate processing of personnel transactions such as new hires, promotions, demotions, salary adjustments, internal and external leaves, terminations, etc.;

Corrects inaccuracies and discrepancies in employee records in automated roster file;

Participates in meetings with management and administrative staff to analyze existing systems and policies and recommends new procedures and/or revisions in order to ensure maximum utilization of current and/or future resources;

May assist with the development and implementation of procedures for appropriate records management in accordance with established laws and regulations of the State Education Department for records retention;

Oversees the employment verification process in response to business, banking, and employee inquiries;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Responds to: Freedom of Information Requests and inquiries from the NYS Retirement System regarding current and former employees', civil service history and payroll history;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments.

May perform other incidental tasks, as needed;

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the application and interpretation of Westchester County Civil Service and personnel rules as they apply to personnel transactions and payroll; good knowledge of the human resource records and systems in use in Westchester County, including practices and procedures; good knowledge of records administration within an automated information systems environment; good knowledge of the provisions, applications, and interpretations of current contracts in use by Westchester County; knowledge of the various computer systems used in the department for running various reports; ability to plan, supervise and direct the work of others; ability to interpret complex written material; ability to communicate clearly and concisely, both orally and in writing; ability to work well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; creativity; tact; courtesy; reliability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of administrative or administrative support experience in the field of human resources, two years of which must have included the operation and utilization of a large automated records system (500 or more employees).

SUBSTITUTION: Satisfactory completion of 30 credits may be substituted on a year for year basis for up to four years of the general administrative or administrative support experience. There is no substitution for the specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.