

WMC HRIS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for overseeing the implementation of the Human Resource Information System (HRIS) component of an integrated Kronos "Payroll/HR" system. The incumbent is responsible for developing, installing, managing, administering, modifying, and maintaining all processes, policies, and procedures related to data management of Human Resource Information. The incumbent leads and provides technical support and guidance which results in the appropriate recording of personnel transactions in compliance with applicable civil service and other labor laws and regulations. This position acts as the primary contact with Human Resource software vendors to make certain that required updates and patches are applied in a timely manner to ensure optimal operation of the HRIS. The incumbent additionally coordinates system modifications and enhancements with the WMC Payroll System Director to maintain optimal operating performance and utilization of system features. Supervision is exercised over subordinate technical, support and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages HRIS support of departmental operations, including system design and implementation, troubleshooting, staff training and equipment acquisition;

Develops detailed system specifications and designs, programs work flow rules and scenarios and develops and maintains associated documentation;

Administers and directs the operations of the automated HRIS for all hospital employees;

Acts as liaison between Information Systems and Human Resources, overseeing the adaptation of business processes and strategies to HRIS capabilities;

Advises Information Systems on all HRIS design and utilization;

Develops policies and procedures for Human Resource data entry and adjustments;

Oversees the development of management information systems from automated personnel data as needed by other sections of the division, including Labor Relations, EEO, etc.;

Develops ad hoc reports at request of senior management and line managers;

Maintains HRIS data integrity through workflow analysis and quality assurance;

Runs reports on daily, weekly and/or per payroll basis to audit the integrity of the Kronos database;

Researches irregularities identified with the system, recommends necessary corrections, and ensures that the corrections are made;

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

Assists with Kronos-ADP payroll conversion

Acts as liaison between payroll and Human Resources to facilitate the implementation of the Kronos timekeeping system;

Oversees the training in the methods and procedures utilized in the entry and retrieval of data from the HRIS;

Explores and implements procedures and techniques to control and pre-approve Human Resource operations and work activities;

Interfaces and coordinates with other sections of Human Resources, Information Systems, Budget, Finance, and other Hospital divisions as required;

Participates on various committees to improve, standardize and upgrade Hospital-wide systems and procedures as assigned;

Ensures that all current and anticipated computerized information technology systems are consistent with Human Resource objectives;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May access protected health information in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of automated human resource systems and procedures; thorough knowledge of Kronos systems particularly those that relate to human resource functions; thorough knowledge of records administration within an automated technology environment; good knowledge of civil service rules, labor contract provisions and other regulations affecting human resource transactions; ability to plan and manage multiple projects; ability to identify, analyze and resolve complex issues; ability to identify future issues, risks and opportunities as they relate to human resource system administration; Ability to gather and analyze data and draw conclusions; ability to interpret complex written material; ability to establish and maintain effective working relationships; ability to instruct subordinates, software vendors, systems personnel and others in program procedures and system usage; ability to communicate clearly and concisely, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; reliability; resourcefulness; sound judgment; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* and five years experience in Human Resource information system management, two of which must have involved system implementation.

SUBSTITUTION: Possession of a Master's Degree* may be substituted for one year of the general experience, but not for the system implementation experience. Possession of a Bachelor's or Master's Degree in Information Technology or related degree may be substituted for one year of the specialized experience.

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

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Job Class Code: E0863
Job Group: flat rate