

As a Human Resources Information System Technician, you will support the Office of Human Resources and Administrative Services in collecting, tracking, and entering human resources data and information.

JOB DESCRIPTION

- Human Resources Information System (HRIS) Technician
- This is a non-career, term job.
- Works under the direct supervision of the Human Resources Information System (HRIS) Manager, but may also take direction from the career HRIS Technician.
- Serves in the HRIS Department of the Office of Human Resources and Administrative Services at the Corporate Office Building.

Performs and assists in a range of day-to-day administrative duties in support of the human resources information system (HRIS) and its hard copy personnel records system. Collects, tracks, and enters data from a variety of sources into HRIS. Runs reports, sets up new Official Personnel Folders (OPFs) for new hires, and maintains OPF files and medical files for all current and retired Airports Authority employees. Assists in the documentation of human resources related requirements for the new HR system through the mapping of existing HR functional areas. Performs related functions.

GENERAL RESPONSIBILITIES

- Performs a range of administrative duties in support of the HRIS function and its hard copy personnel records system.
- Assists in the collection, tracking, and entering of data from a variety of sources into HRIS.
- Assists in accurately processing personnel actions, translating information into codes and entering into HRIS.
- Maintains OPFs and medical files.
- Reviews and verifies accuracy of data entered into the system; makes corrections/changes.
- Follows schedule/priority guidance from HRIS Manager on processing actions such as pay actions within specified time frames to meet Payroll requirements.
- May assist in troubleshooting HRIS data or processing issues.
- Assists in running a variety of system maintenance reports and other informational reports.
- Performs other duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible experience in administrative/logistical support functions with at least two years of experience in support of an HRIS function including:
 - processing personnel actions;
 - maintaining official personnel files;
 - working with HRIS records; and
 - generating reports using a computerized information systems.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of, and ability to apply, the fundamentals of personnel procedures and pay systems to process personnel/pay actions.
2. Skill in recognizing inappropriate or incorrect data to make necessary corrections.
3. Ability to generate reports using a computerized information system.
4. Sensitivity to and protection of personal and confidential employee information.
5. Ability to speak and write effectively.
6. Ability to use computer hardware and modern office suite software, with emphasis on HRIS, spreadsheets, and databases.

PREFERRED QUALIFICATIONS

- Experience working with Workday enterprise software.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the four years of experience. For example, an Associate's degree may substitute for two years of experience.

However, the two years of experience in support of an HRIS function are required.

CERTIFICATIONS AND LICENSES REQUIRED

- None

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.