



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

CLASSIFICATION TITLE: HRIS SPECIALIST, SENIOR

GENERAL DESCRIPTION OF DUTIES

Under general supervision, employees are responsible for taking a lead role in coordinating and supporting various Human Resources functions, which may include areas of recruitment and selection, HRIS maintenance and reports, employee relations, personnel records, benefits, training, or other Human Resources activities. Employees in this classification are primarily responsible for Human Resources Information System (HRIS) maintenance and testing, providing technical assistance to staff members, generating and creating various human resources management reports, processing Personnel Action Notice (PAN) and Employment Requisition forms for employment transactions such as new hires, transfers, promotions, terminations, pay rate changes, and system data relevant to performance reviews, disciplinary actions, training, education, certifications, and awards and recognition. This position is also responsible for verifying, assessing and processing Unemployment Claims, preparing EEO-4 and regulatory reports, managing the performance review system process, auditing/maintaining position control information, completing surveys, and conducting various research projects.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Performs complex and high level duties and assignments requiring specialized knowledge

Assists in ensuring compliance with all applicable federal, state, and local laws, ordinances, resolutions, rules, regulations, policies, procedures and standards; initiates any actions necessary to correct deviations

Maintains data in Human Resources Information System (HRIS); provides technical assistance to staff in use of HRIS; serves as lead team member in performing bundle, patch, and integration testing involving new releases of HRIS modules

Receives Personnel Action Notice (PAN) forms and reviews for accuracy; enters personnel actions into HRIS to record actions such as new hires, transfers, promotions, reclassifications, separations, or other activity; provides guidance to managers/supervisors on completion of PAN and Employment Requisitions forms

Generates and distributes System Notifications to designated staff to provide updates on new hires, separations, transfers, promotions, name changes, or other actions as appropriate

Maintains and manages bi-annual performance review system; uploads data; trouble shoots and provides technical assistance with the system; develops program timelines; prepares statistical reports; enters performance ratings, increases, and related data into HRIS

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Coordinates quarterly deputy clerk ceremony and updates deputy clerk certificates with name changes

Runs Ad-hoc human resources reports as requested or according to bi-weekly, monthly, or bi-annual schedules; updates/revises previously created reports

Audits and maintains position control information; provides guidance and recommendations to managers and supervisors on position control maintenance; updates job classification and grade order lists; performs position analysis as requested

Conducts various research projects requiring analysis of information from HRIS and personnel files; responds to compensation and government surveys as requested; conducts comparisons of survey results; reports findings to department management

Validates and processes unemployment claims; updates system accordingly

Provides backup assistance for benefits, compensation, and classification functions

Communicates with supervisor, employees, applicants, departments, technical staff, consultants, external agencies, the public and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new technologies, trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources Administration, Business Administration or related field, supplemented by three (3) years of recent and relevant experience that includes Human Resources Information System (HRIS) administration, general human resources administration, time and attendance systems, payroll systems, benefit

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systems, position control, pay plan administration, benefits administration; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Tasks require the ability to perceive and differentiate visual cues or signals. Tasks require the ability to communicate orally and in writing.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department