



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: 04-05-2019

CLOSING DATE: 04/22/2019

**TITLE: HRIS DATA SPECIALIST
(HUMAN RESOURCES INFORMATION SPECIALIST)**

GRADE: NB 12

DEPARTMENT: HUMAN RESOURCES

BARGAINING UNIT: NON BARGAINING

ENTRY RATE: \$19.26/HOUR \$37,557.00 ANNUAL HOURS PER WEEK 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

An employee in this class will provide guidance and data analysis in support of all HR functions. This position will play a critical role in the HR systems to continuously streamline/automate HR transactional business processes. This role will stay in tuned with industry trends and conduct research to provide the best solution to each HR process.

This employee reports directly to the Human Resources Manager.

DUTIES & RESPONSIBILITIES:

1. Department Lead for smooth transition and ongoing migration to ATS.
2. Research & resolve ATS problems for end users.
3. Implement, test and be a strategic partner for ongoing requirements for all HR software platforms.
4. Create & maintain documentation for new and existing processes.
5. Develop an ATS manual & guidelines for end users.
6. Identify new HR system needs and work with IT to fulfill these needs or find solutions.
7. Analyze exit interview data and uncover major trends & recommend solutions to improve turnover results.
8. Maintain data integrity in systems by running queries, analyzing data, and ensuring data correctness.
9. Report & analyze EEO data
10. Create PowerPoint Presentations for department based on research and analysis as needed
11. Manage employee performance evaluation process and system.
12. Manage HR content on the employee intranet MyEC which consists of 75% of entire site.
13. Track completion of County offered training through HRIS systems
14. Work with team to manage maintenance and accuracy of employee data, for reporting and distribution, including review of data input and output.
15. Implementation or modification of HR Systems solutions including a deep understanding of core HR data structure.

16. Assess, develop and evaluate HR metrics by translating loosely defined business information into data specifications and requirements that assist HR leadership in making fact-based decisions. Develop scorecards for HR leadership and provide meaningful insights and trends on key metrics in support of HR initiatives.
17. Complete monthly, quarterly and adhoc HR reporting and data analysis, including data interpretation to provide value added analysis.
18. Collaborate with IT on systems configuration related to HR and payroll functions.
19. Conduct data analysis and discovery to identify trends and correlations to uncover insights. Recommends information that should be analyzed based on key indicators, works to determine root cause and/or identify specific areas of concern.
20. Develop or enhance model and key data sets needed for predictive and prescriptive analytics for HR focus areas (examples: turnover, recruiting, performance management, workforce planning).
21. Communicate key information effectively to both management and internal customers.
22. Maintain, implement and develop business processes documentation, business processes, user procedures, training materials and guidelines.

Performs other Human Resources-related work as required and assists in special projects as assigned by the Human Resources Manager and/or the Director of Human Resources.

KNOWLEDGE, SKILLS & ABILITIES:

Ability to analyze, interpret and administer County policies and procedures.

Knowledge from work experience of the principles and practices of human resources and public administration. Some knowledge of the sources of information, methods and techniques used in administrative research. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with administrative officials, other employees and the public. Typing and computer proficiency. Ability to monitor and improve data collection, reporting procedures and other processes to drive efficiency and enhance quality. Accuracy and follow through is essential. . Excellent organizational, multi-tasking, and problem solving skills. Excellent analytical, problem solving, and time management skills. Strong project management skills are essential. Excellent communication skills (written and oral) skills and are essential. Must be able work in a team environment in a consultative role for continuous improvement recommendations and implementation.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Proficiency in MS Office Suite- Word, Excel, PowerPoint, Outlook, Adobe Reader/Acrobat and HRIS systems. Bachelor's degree in a business related or computer related field is required plus two years of minimum work experience in these disciplines (human resources preferred). A skills assessment test of all requirements will be conducted to verify qualifications.