

City of Portland

## CLASS SPECIFICATION

### HUMAN RESOURCES SYSTEMS SPECIALIST

[**CLASS CODE**]

[**ESTABLISHED DATE**]

#### **CLASSIFICATION SUMMARY**

Reports to a Supervisor or Manager in the Bureau of Human Resources (BHR). Under general supervision, responsible for administering the City's central human resources information and payroll systems, and using those systems to provide time, personnel, organizational, position control, and/or other human resources (HR) services.

Responsibilities include: creating functional requirements in support of the City's HR information system; researching and resolving payroll and system issues; facilitating system updates; ensuring quality and efficiency of the City's bi-weekly HR/Payroll process; evaluating performance and providing technical support relating to the payroll program and system operations.

#### **DISTINGUISHING CHARACTERISTICS**

HR Systems Specialist is a distinct classification that performs specialized technical functions to support the use of HR systems in the administration of human resource processes.

HR Systems Specialist is distinguished from the HR Analyst series in that the former is responsible for the operations and functionality of HR information systems and the latter performs professional, analytical HR services in area of specialization.

#### **ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Perform quality assurance to support the City's bi-weekly payroll cycle; ensure employee data changes are consistent with HR rules; research, validate, and document reported HR system issues.
2. Audit Bureau/Office requests for HR system data adjustments to ensure compliance and appropriate application of rules and regulations.
3. Provide troubleshooting support in response to HR information system error reporting by analyzing data and working with Bureaus/Offices and other HR staff to resolve issues.
4. Receive, audit, and process personnel action changes; establish and implement strategies to ensure personnel data is accurate, consistent, and compliant with rules, regulations, and system functionalities.
5. Run various reports to audit and implement employee personnel information changes.
6. Write business requirements to implement collective bargaining agreements.
7. Test and implement HR information system changes and updates
8. Train HR information system end users to ensure accurate HR transaction processing; develop and deliver user group presentations and support sessions; prepare instructional documents.
9. Research historical data and compile information for response to employment verification, media information and general requests; coordinate with City Attorney and HR staff in responding to litigation related activities.

10. Coordinate off-cycle check request process for employee separations and corrections.
11. Maintain HR information system forms, electronic personnel files, and auditing schedules.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by a Supervisor or Manager.

This classification has no supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of research, data collection, and documentation techniques, methods and procedures.
2. Knowledge of payroll calculations.
3. Knowledge of methods and techniques of documenting business needs and developing both process and data systems solutions.
4. Knowledge of City human resources policies, labor contract provisions, and pay practices and procedures.
5. Ability to perform research and analysis to reach sound, logical conclusions regarding customer needs and business requirements.
6. Ability to develop training presentations and explain business and HR information system processes to staff.
7. Ability to read, understand, interpret, apply, and explain laws, regulations, rules, contracts, procedures, and policies.
8. Ability to utilize City-specific technology and general office software.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** High school diploma or GED;

AND

**Experience:** Five (5) years of progressively responsible HR/Payroll related administrative experience, including two (2) years of experience with comprehensive HR information systems and business process or systems analysis.

### **Special Requirements and/or Qualifications:**

None.

### **Preferred Qualifications:**

Experience working with a payroll information system for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: