City of Portland

CLASS SPECIFICATION

HUMAN RESOURCES SYSTEMS ANALYST

Pay Grade: 57
CLASS CODE: 30003067
EFFECTIVE: December 13, 2018

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, analyzing, 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 Analyst is a distinct classification that performs specialized technical and analytical functions to support the use of HR systems in the administration of human resource processes.

HR Systems Analyst 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, analyze, 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. Participate in systems and business process projects related to changes and updates.
4. Provide troubleshooting support and advice in response to system error by analyzing data, processes and requirements, and working with Bureaus/Offices and other HR staff to resolve issues.
5. 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.
6. Run a variety of reports to audit and implement employee personnel information changes.
7. Write business requirements to implement collective bargaining agreements.
8. Identify and develop test scenarios and configurations; assess impact of changes to system.

9. Train HR information system end users to ensure accurate HR transaction processing; develop and deliver user group presentations and support sessions; prepare instructional documents.
10. Participate in meetings to provide system and business process impacts related to contracts and other changes.
11. 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.
12. Coordinate off-cycle check request process for employee separations and corrections.
13. 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 federal, state, and local laws, regulations, and court decisions applicable to payroll.
3. Knowledge of payroll calculations.
4. Knowledge of methods and techniques of documenting business needs and developing both process and data systems solutions.
5. Knowledge of City human resources policies, labor contract provisions, and pay practices and procedures.
6. Ability to learn and apply City HR policies and labor contract provisions in regards to payroll practices.
7. Ability to perform research and analysis to reach sound, logical conclusions regarding customer needs and business requirements.
8. Ability to develop training presentations and explain business and HR information system processes to staff.
9. Ability to read, understand, interpret, apply, and explain laws, regulations, rules, contracts, procedures, and policies.
10. Ability to collect, evaluate, and interpret data in statistical and narrative forms; ability to use analysis, tools, and reviews.
11. 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.

Bargaining Unit: Non-represented
FLSA Status: Exempt
HISTORY
Revision Dates:
11/19 – Updated to include project management and analytical decision-making responsibilities.
        Updated compensation to reflect changes in duties.