CARROLLTON
T E X A S

DATE	July 2024
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: HRIS Administrator
DEPARTMENT/DIVISION: Workforce Services
REPORTS TO: Workforce Services Manager

SUMMARY: Responsible for maintaining and supporting changes to the HRIS system to include: running system maintenance; testing changes; coordinating activities between the City IT department and third party software/hardware administrators; entering data and ensuring data integrity; running ad hoc queries; providing system training; and, answering payroll/HR questions from staff. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains HRIS software by performing regular maintenance jobs, maintaining and implementing software development and/or updates, researching and troubleshooting system problems, testing add-ins and/or updates, and coordinating activities between information technology and third party software/hardware administrators, which includes system and software upgrades, bug fixes, and development of automated processes flow improvements.
- Responds to employee, management, and external requests related to payroll or HR-related issues involving automated HRIS software.
- Provides primary back-up assistance and training to data entry staff and provides assistance for other applicable department functions.
- Provides training and communication updates and changes to staff involved in the processing of personnel actions and/or payroll transactions. Provides training to staff engaged in utilizing the automated HRIS to obtain information.
- Troubleshoots and resolves problems with the automated HRIS system. Collaborates with vendor to resolve the most complex issues.
- Prepares HR and/or payroll related information in raw data or report form in response to requests from applicable internal staff and/or external agencies, following established guidelines for the dissemination of employee-related information.
- Serves as the backup to the Leave Specialist and other administrative staff as needed.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- May serve as a lead to lower level department employees.
- Serves as a lead to Leave Specialist within department.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general payroll principles and practices;
- Knowledge of general human resource functions;
- Knowledge of automated HRIS software systems;
- Knowledge of client/server operating systems and applications;
- Knowledge of applicable laws, rules, regulations, policies, and procedures.
- Skilled in troubleshooting and resolving automated HRIS software system problems;
- Skilled in reading and understanding complex technical information and instructions;
- Skilled in performing mathematical, algebraic, and basic statistical calculations;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Some college coursework/training in computer networking or administration.
- Two years HR/payroll experience.
- SmarterU certified or ability to obtain certification within 6 months of employment.

PREFERENCES:

- Bachelor's Degree Preferred
- SHRM-CP or PHR

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.

- Must pass motor vehicle records check.