Human Resources Information Systems Manager
Salary Range: $93,142.40 - $144,476.80
(DOQ/E, plus excellent benefits)
Closing Date: 12/08/2023

SUMMARY

Human Resources Information Systems (HRIS) Managers have technical and operational responsibility for the Human Resource Information System. HRIS Managers create reports and presentations to be distributed to management and acts as an internal consultant by advising department heads on human resources issues and programs. HRIS Managers perform high-level technical work for the jurisdiction. Managers require a high level of expertise and knowledge regarding information systems, computer programs, databases, and networking systems. HRIS Managers develop and establish policies, procedures, and departmental objectives. The HRIS Managers work with considerable independent judgment, discretion, and effectiveness. Work is reviewed by a department head or jurisdiction leaders. HRIS Managers supervise a subordinate staff, including assigning tasks, reviewing work and performance appraisal. HRIS Managers work primarily in an office setting with minimal number of physical tasks.

REQUIRED EXPERIENCE AND BACKGROUND:

The following Minimum Qualifications are required for this job. You must demonstrate possession of these qualifications by providing a detailed description of your related experience in the work history section of your application. Please describe your work experience in your own words to represent the work you have performed that is related to the minimum qualifications for this job. You must provide a resume for your application to be considered complete.

- **Specific Experience/Minimum Qualifications**
- Work experience writing reports using HRIS report generating software (e.g., Crystal Reports, HRIS, time keeping systems, Kronos, UKG, Workday).
- Work experience managing, diagnosing, and repairing technical and functional problems within a human resource information system that track employee data from application to termination in HRIS and time keeping systems (e.g., Kronos, UKG, Workday).
- Work experience providing systems administration support (e.g., establishing user permissions & security roles, maintaining data integrity, mapping data) in an enterprise reporting platform (ERP).
- Work experience managing employees as direct reports including reviewing work, giving feedback, and directing work activities.
- Work experience working with third-party vendors and/or consultants regarding HRIS system implementation, configuration, support, and maintenance issues that include

specification design and development oversight, as well as testing and integration within other applications.

- Work experience processing payroll including time validation, processing, deposits, and tax remittance.

IDEAL CANDIDATE

<u>Specific Experience/Preferred Qualifications:</u>

- Bachelor's degree or higher in Management Information Systems, Business Administration, Computer Science, Human Resources, Mathematics, or Engineering.
- Experience working within a public organization including interpreting and adhering to regulations, working with contracts and vendors, contract review, etc.

Application and Selection Process

- We invite qualified professionals to submit applications and resumes online by visiting www.jobsquest.org **by December 08, 2023.** All applications need to be submitted by 11:59 p.m. CST of the posted close date. Applications will be screened against criteria provided.

For more information, contact:

Valarie Nealey | Recruiting and Placement Partner

nealeyv@jccal.org | 205-516-6982

This position is not part of the Merit System and, therefore, is neither subject to the Rules & Regulations of the Personnel Board nor provided the rights of a Merit System. Should you have additional questions about this position, please contact the Jefferson County Human Resources Department at 205-325-5249.

Please apply at www.JobsQuest.org or if you have questions, contact Valarie Nealey @205-516-6982

Jefferson County Commission is an Equal Opportunity Employer.