



City of Irving Job Description

HRIS Technician

FLSA Status:	Non-Exempt	Job Department:	Human Resources
Job Code:	Q182	Reports To (Job Title):	Compensation & HRIS Administrator

PURPOSE

To support the optimal functioning of the Human Resources Information System (HRIS), which includes the Human Capital Management (HCM) & Payroll modules of the city's Enterprise Resource Planning (ERP) system, as well as, the ExecuTime (ET) system of timekeeping, by performing regular data entry, data auditing, follow-up research, and answering questions and providing reports to internal users. Further, to receive training on these vital systems, assist with testing upgrades/updates and delivering training, and performing research on functionality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Generate daily "alignment reports" that indicate data inconsistencies across fields in the HRIS and/or ET timekeeping systems (e.g., Workgroup, Division/Location, Group/BU, etc.); make corrections and perform follow-up research and outreach with other stakeholders as necessary.
- *As assigned*, serve as backup to Compensation & HRIS Administrator for purposes of performing imports of excel timekeeping records into the ERP.
- Provide responses to routine external and internal inquiries using data retained within the HRIS, such as salary data that may be sought by comparator cities or Open Records Requests (ORR).
- *As assigned*, provide quality control to requests submitted through HRIS workflow.
- Regularly receive and log Position Control Requests (PCRs), changes to position hierarchy and position funding, and performance evaluations; send notices on a periodic basis to departments regarding the status of expected deliverables and produce cumulative reports.
- *As assigned*, make routine changes to user role/permissions associated with regular movement throughout the organization, such as the onboarding of a new timekeeper, or an employee changing positions and needing pre-identified changes in access rights.
- As upgrades/updates to either Tyler Munis ERP or ExecuTime (ET) are released, assist with testing modules to ensure functionality is maintained; Assist with testing new role/permission combinations.
- Assist with the development and/or deployment of training on basic compensation procedures and other user processes, such as those departmental HR Liaisons use for Personnel Action Forms (PAFs).
- Document HRIS processes, role assignments, order of operations, and data structure/relationships.
- Perform duties with respect for confidentiality, sensitive nature of data, and regard for policy.

OTHER DUTIES AND RESPONSIBILITIES

- Receive training on ERP and related systems, as well as, HIPAA/PPI and other assigned training.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

- Assistance with tracking and updating of position funding source impacts accuracy of salary expenses/transactions and related administrative cost.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's Degree in a related field of study; *or*
- An equivalent qualification, *such as* a High School diploma of study *and* two (2) years of additional experience.

EXPERIENCE

- At least two (2) years of related experience demonstrating attention to detail, or any equivalent combination of education and experience combined.
- Experience tracking and validating multiple pieces of information in a methodical fashion with minimal guidance would be beneficial.

CERTIFICATES, LICENSES, REGISTRATIONS

- N/A

KNOWLEDGE OF

- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.
- English Language: The structure and content of the English language, including the meaning words and grammar.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Maintaining Current Knowledge: Reading, Analyzing, and interpreting general business periodicals, professional journals, technical procedures, or government regulations, *as well as*, relevant online forums and user communities.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Research: Conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- Self-Management: Working independently and with minimal supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Teaching: Conveying new concepts and confirming comprehension by the audience.
- Time Management: Managing time wisely to complete assignments on time.
- Typing: Accurately entering information using computer keyboard.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

Internally, the position will primarily contact various departmental HR Liaisons and/or timekeepers, division and functional area leads, and subject matter experts (SME) relevant to the optimal working of the ERP, its HRIS modules, and related systems. Externally, the position may follow-up with Tyler Munis support on certain non-technical matters, and/or assist Information Technology with engagement of support on technical issues by providing HRIS user and process feedback.

EQUIPMENT AND PROPERTY

This position will regularly utilize standard office equipment, such as a multi-line phone, a computer, and, as appropriate, other related items, such as projection equipment for training purposes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee consistently is required to listen, see, sit, talk and/or stand. Frequently, s/he is required to grasp, handle, feel, and/or reach. Occasionally, s/he is required to drive a vehicle to various city sites and/or lift up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is quiet.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.