

DIRECTOR OF HUMAN RESOURCES

GENERAL SUMMARY OF DUTIES

Under the general direction of the Director of Legal Affairs, oversees all human resources, labor relations and related functions, including benefits and pension administration of the City. Develops and recommends human resources policies and practices. Serves as the administrative head of the Human Resources Division. Under the general direction of the Mayor, serves as the City's chief spokesperson in collective bargaining negotiations, and represents the City in contract administration, grievance proceedings and administrative hearings concerning human resources and labor relations matters.

EXAMPLES OF WORK (Illustrative Only)

Directs and conducts human resources operations with the assistance of appropriate subordinate employees.

As the administrative head of the Human Resources Division, performs the duties of human resources director as set forth in the City Charter, including but not limited to the functions set forth in Sections C5-10-3, C5-20-10 and C5-20-12.

Directs human resources functions such as but not limited to recruitment, testing, selection, transfers, promotions, and maintenance of the classification and compensation plans.

Directs other human resource functions such as but not limited to employee training, employee benefits, pension administration, the employee assistance program and development of human resources policies and procedures.

Conducts all aspects of labor negotiations, including conducting research, planning and preparation; serving as spokesperson in negotiations; advising the Mayor and other City officials on collective bargaining positions; presenting proposed agreements to City boards for ratification; representing the City in impasse proceedings.

Advises department heads and supervisors concerning human resources rules and procedures, administration of collective bargaining agreements, employee performance and discipline, employee benefits and other human resources issues.

Represents Human Resources Division before boards and legislative bodies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of human resource administration and labor relations.

Thorough knowledge of laws and regulations governing human resource and labor relations in the public sector in Connecticut.

Ability to supervise assigned professional and support staff.

Ability to maintain effective working relationships with City officials and managers, government agencies and employee organizations.

Skill in oral and written communication.

Skill and ability to negotiate collective bargaining and other employment related agreements firmly.

MINIMUM QUALIFICATIONS – EXPERIENCE AND TRAINING

Graduation from an accredited college or university with a B.A. or B.S. degree. A J.D. degree from an accredited law school or an equivalent post graduate degree in a field relevant to the duties of the position. A minimum of seven years of experience in human resources generalist functions and labor relations, including at least five years experience in collective bargaining negotiations and contract administration.

Must possess a valid driver's license.

S/V-9/10
09/01/2015

ADMINISTRATIVE ACCOUNT CLERK

GENERAL SUMMARY OF DUTIES

Under general supervision is responsible for administration, liaison and coordinating of human resources system projects in meeting all professional standards of human resources and systems development and implementation. Provides administrative, clerical and financial services in order to ensure effective, efficient and accurate administrative of benefit and HR operations. Responsible for procurement procedures, purchase order requisitions and assisting in maintaining established general account ledger by fund for benefits and HR. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

This position involves working with information of an extremely sensitive and confidential nature.

EXAMPLES OF WORK (Illustrative Only)

Responsible for providing management office support, including all administrative and accounting support as required.

Receives calls/callers and screens same, answering questions in a professional manner and refers to appropriate source.

Drafts, prepares, types, scans and proofreads documents and correspondence; makes and distributes necessary copies.

Receives, opens and distributes mail to office staff; refers to other offices as appropriate.

Creates and maintains applicable departmental databases and spreadsheets using excel or other software programs and monitors various details and trade information as required..

Maintains office files, accounts records, and a variety of other records.

Responsible for editing daily time and attendance (KRONOS).

Provides administrative and reconciliation support for the data collection of accounting information for the annual audit.

Responsible for the purchase order requisition process; researches and processes orders on the City's HTE Purchasing System for products or supplies.

Compiles data and prepares statistical reports to assist supervisors in such accounting areas as budgeting or purchasing.

Assists in posting financial information to registers, journals, and ledgers, performing reconciliation of ledgers.

Assists in verification of financial documents including vouchers, invoices, requisitions, and fixed asset list.

Performs research concerning other municipalities policies or practices to assist in providing data or information as needed;

Obtains authorized approval and sign-off on all vendors; prepares purchase orders, reviews and verifies all documentation; maintains all requisite documentation supporting procurement decisions.

Maintains vendor records; updates and researches the HTE and Internet for vendor information; outreach to vendors for product complaints and corrective action.

Assists with the review of invoices for accuracy; prepares invoice documentation package for payment processing of account payables; enters invoices for payment; ensures that printed vouchers and accounting reports are accurate and all supporting documentation is included.

Develops reports to meet management requests and needs for human resources and benefit related information to various departments.

- ADDITIONAL RESPONSIBILITIES

Operates various office machines, including but not limited to, calculator, copier, fax, and word processor.

Obtains information, assists with billing questions and sign-off as required.

May be required to prepare agenda, keep minutes at meetings of Boards and transcribe minutes.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Working knowledge of business English and accounting principles, procedures, terminology and methods.

Thorough knowledge of office methods, practices, procedures, terminology and equipment.

Thorough knowledge of and ability to utilize various office automation software, including word processing systems and data base management programs.

Working knowledge of and the ability to create, manipulate and interpret excel spreadsheets.

Ability to perform moderately complex mathematical computations with accuracy.

Ability to maintain clerical records of varying kinds and complexity.

Ability to compile data and prepare reports.

Ability to enter text and numeric data into a computer database with extreme accuracy.

Ability to understand and follow oral and written directions.

Ability to deal effectively with others, including the general public and co-workers.

Transcription skills to produce verbatim minutes of various meetings or hearings may be required.

Ability to communicate orally and in writing.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited college with at least an Associate's Degree (AS) in a business concentration or administrative office technology and four (4) years of progressively responsible experience in accounting and/or office work OR, any equivalent combination of training, education and experience as described above.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

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HUMAN RESOURCES ASSISTANT

GENERAL SUMMARY OF DUTIES

Under the general supervision of the Director of Human Resources or designee, performs paraprofessional duties relating to human resource management; applies independent judgment in the execution and completion of complex clerical and technical duties involving the preparation, processing, review and coordination of personnel actions, processes and examinations; performs ongoing data entry, table maintenance and report production work pertaining to employee hiring, applicant tracking and promotional processes; does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Maintains Human Resources Information System records and applicant tracking system records and compiles reports from database(s) as needed.

Reviews applications for timelines, completeness, veteran's points eligibility, request for special accommodation, criminal conviction record and minimum qualification requirements.

Processes applications through initial review, disqualification or admission to examination, test administration, scoring and certification.

Prepares materials for exam administration, including written, computerized, training and experience, and other types of exams.

Proctors group, individual and automated test sessions.

Scores answer sheets using automatic scanning device or manual key, as required.

Produces job descriptions, exam announcements, score letters, eligible and certification lists.

Prepares single earned rating pass point memoranda.

Insures that all application fees and waivers are accounted for on a test by test basis.

Answers inquiries from applicants/candidates regarding, but not limited to, status on eligible list, veteran's points, special accommodation requests and selection process and rules.

Contacts staff in other government HR offices for reference material on compensation and classification matters.

Serves as liaison with print advertising agencies, internet sites, schools, colleges, professional organizations and other sources to publicize examinations.

HUMAN RESOURCES ASSISTANT

S/V-10

EXAMPLES OF WORK (Illustrative Only) (cont'd.)

Maintains City HR Website with examination postings and other related information.

Organizes and maintains material in classification and examination files.

May assist Benefits Manager as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the principles and practices of public sector human resources management.

Knowledge of Classified Service Rules and other procedures governing the City recruitment and hiring program.

Knowledge of HR office operations, record-keeping and accounting procedures.

Skill in personal computer usage, including word processing and other office programs.

Knowledge of and ability to utilize the Human Resource Information System.

Ability to deal effectively with others.

Oral and written communication skills.

Ability to follow written and verbal instructions.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited high school and three (3) years of experience in a personnel/human resources/benefits office, at least one (1) of which must have involved highly complex clerical work in the area of recruitment, examination, classification, labor relations or employee benefits.

Note: College education may substitute for work experience on a year for year basis up to a maximum of two years.

ASSISTANT DIRECTOR OF HUMAN RESOURCES

GENERAL SUMMARY OF DUTIES

Under the general direction of the Director of Human Resources, leads and assists in the development and administration of the Human Resources function including, but not limited to, labor relations, policy development, recruitment and selection, EEO and Affirmative Action, and special projects as assigned; manages the activities of the office staff; does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Acts as chief spokesperson in labor negotiations, when assigned.

Develops and recommends contract changes, bargaining strategy and tactics and analyzes the cost of Union/City proposals.

Serves as the City advocate during grievance, arbitration and Labor Board hearings; acts as the arbitrator for conflict resolution purposes and makes final recommendations.

Develops and presents recommendations for improvement of employment policies, procedures and practices.

Confers with directors, managers, boards and commissions regarding classified service policies and procedures and labor issues and recommends actions to be taken by them.

Coordinates process reengineering efforts of human resources functions.

Supervises and coordinates the work of professional and clerical staff; plans and directs the activities of staff workers.

Prepares departmental response to various human resources matters.

Oversees the Performance Appraisal System.

Assists in the development and administration of the City's EEO and Affirmative Action programs.

Assists in budget preparation of human resources operations, provides documentation for requests of Fiscal Boards and various Commissions.

Authorizes employment changes such as appointments, promotions, transfers, etc., in accordance with the pertinent union contracts, rules, regulations and policies as assigned by the Director.

Prepares correspondence for the Personnel Commission and Director.

Researches, plans and assists in City-wide training programs.

ASSISTANT DIRECTOR OF HUMAN RESOURCES

B-05

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of the principles and practices of public personnel administration.

Thorough knowledge of labor laws.

Ability to plan and coordinate the work of others.

Ability to communicate effectively both orally and in writing.

Ability to effectively advocate a position.

Ability to prepare a variety of written and oral reports.

Ability to comprehend complex written material.

Working knowledge of EEO and Affirmative Action.

Working knowledge of training methods and procedures.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited college or university with a Bachelor's Degree in Human Resources, Labor Relations or related field and five (5) years of progressively responsible experience in the industrial/personnel/employee/labor relations field, two (2) years of which must have been in labor negotiations and arbitration OR an equivalent combination of education, training and experience as described above.

NOTE: A Master's Degree in the Human Resources area or a J.D. or related field may substitute for one (1) year of the required general experience.

087-05-A07
Revised- 04/23/75
Revised- 10/07/77
Revised- 05/05/80
Revised- 09/17/87
Revised- 05/25/94
Revised- 06/24/10

BENEFITS MANAGER

GENERAL SUMMARY OF DUTIES

Under the general supervision of the Director of Personnel or the Assistant Superintendent for Support Services, administers a comprehensive employee benefits program including, health, pension and life insurance; handles general human resources functions and other related work as required.

EXAMPLES OF WORK (Illustrative Only)

Manages comprehensive health, pension, and life insurance programs for active and retired employees, and coordinates benefits provided by group insurance carriers.

Reviews all Workers' Compensation claims and serves as liaison between the Board of and the City Risk Manager.

Advises potential retirees concerning future benefits and prepares the necessary retirement paperwork.

Oversees enrollment, payroll deductions, changes and terminations for the Teachers' Retirement Fund for all certified staff.

Maintains appropriate pension fund records in accordance with provisions of federal, state and local laws.

Implements changes in employee benefits programs to comply with collective bargaining agreements, City policy, and applicable federal, state and local.

Acts as a liaison to insurance carriers, plan administrators, and actuary to assure proper administration and management of benefits program.

Administers programs for tax shelter annuities and flexible spending accounts.

Prepares complex statistical reports as needed.

Reviews all student/staff accident/incident reports and notifies legal department of any potential liability problems.

Supervises loss control program in areas of fire prevention and safety.

Monitors and maintains records of fire inspection reports from all school facilities.

BENEFITS MANAGER

087-05-A07

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of the policies and practices of modern benefits management.

~~Good~~ knowledge of group medical and life insurance benefits programs.

~~Good~~ knowledge of the principles of administrative organization and management.

Working knowledge of pension plans and workers' compensation.

Strong oral and written communication skills.

Ability to read and understand complex written materials.

Ability to prepare complex statistical reports.

Ability to use and comprehend computer software programs.

Ability to plan, direct and coordinate the work of others.

Ability to deal effectively with others.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited college or university with a Bachelor's degree and a minimum of five (5) years of experience in benefits management and administration, OR an equivalent combination of training and experience as described above.

NOTE: A Master's degree in Public or Business Administration or a related field may substitute for one (1) year of experience as described above.

600-05-A7
Adopted- 03/77
Revised- 01/12/79
Revised- 01/28/88
Revised- 03/26/98
Revised- 06/28/01
Revised- 05/23/02
Revised- 02/28/08

HUMAN RESOURCES GENERALIST

GENERAL SUMMARY OF DUTIES

Under the general direction of the Director of Human Resources, is responsible for the development and administration of a total human resources program, including position classification, recruitment and selection, training and development, employee relations, and special projects as directed; does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Performs complex and sensitive professional-level work in the following areas; recruitment, selection, classification, compensation, grievance handling, staff training and development, personnel policy development, disciplinary procedures, and coaching and counseling management staff.

Develops, schedules, administers and scores written, oral, performance, unassembled and other examination methods for positions in the Classified Service, in accordance with professionally accepted guidelines.

Advises assigned departments on a broad range of human resource issues, such as existing and developing classifications, employee relations, staff training and management techniques.

Reviews written material and performs audits of positions to determine the proper classification and compensation.

Develops and revises job descriptions for positions in the Classified Service.

Develops competitive employment examination announcements.

Performs recruitment activities to announce and publicize examinations via print, Internet and/or other media.

Reviews exam applications for minimum qualifications requirements. Analyzes and responds to disqualification appeals; defends position to Personnel Commission as required.

Performs statistical analyses of examinations results to determine question efficacy and passing standards.

Promulgates eligible and certified lists in accordance with Classified Service Rules. Advises and counsels eligible candidates and department representatives regarding interview and selection rules and procedures.

HUMAN RESOURCES GENERALIST

600-05-A7

EXAMPLES OF WORK (Illustrative Only) (cont'd.)

Compiles and prepares position action requests for presentation to the Personnel Commission.

Conducts departmental investigations into general personnel problems.

Assists the Law Department in the preparation of CHRO complaint responses.

Drafts or suggests revisions of departmental policies and procedures.

Performs special projects as assigned by the Director of Human Resources.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Good knowledge of modern human resources policies and procedures.

Working knowledge of legal issues pertaining to employment, including but not limited to, equal employment and affirmative action concepts and terminology, ADA, FMLA, minimum wage, sexual harassment laws.

Working knowledge of, and ability to utilize and interpret, statistics.

Working knowledge of interviewing practices and procedures.

Ability to prepare a variety of written reports and to comprehend complex oral and written material.

Ability to communicate effectively, both orally and in writing.

Ability to deal effectively with others.

Ability to utilize various office automation software, including word-processing, spread sheets, data base management programs and presentation graphics.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited college or university with a Bachelor's Degree and five (5) years of professional human resources experience, at least two (2) of which shall have involved two or more of the following fields: classification, examination development, wage and salary administration, training, or recruitment.

NOTE: A Master's Degree in Human Resources, Public or Business Administration or a related field may substitute for two (2) years of the general experience described above.

HUMAN RESOURCES GENERALIST

A-7

SPECIAL REQUIREMENT: Within eighteen (18) months of appointment, must obtain at least a Professional in Human Resources (PHR) certification from the Society of Human Resources Management.

1
Yes
File
no

**ORDINANCE NUMBER 806 CONCERNING THE CREATION
AND DESIGNATING THE POSITION OF LABOR RELATIONS
SPECIALIST TO THE DIRECTOR OF LABOR RELATIONS
SAID POSITION TO BE UNCLASSIFIED**

WHEREAS, it has been determined that it is in the best interests of the City of Stamford to create the position of Labor Relations Specialist and to designate said position as unclassified; and

WHEREAS, Section C5-20-15(g) of the City of Stamford Charter provides that the Board of Representatives may by ordinance designate an existing or newly created position as unclassified.

NOW THEREFORE BE IT ORDAINED IN THE CITY OF STAMFORD THAT

1. The position of Labor Relations Specialist reporting to the Director of Labor Relations is hereby created.

The position of Labor Relations Specialist is hereby created as an unclassified position.

2. Terms and conditions of Employment

a. The services of the Labor Relations Specialist are to be obtained on a contractual basis for a period not to exceed five years, which contract shall be approved with the advice and consent of the Board of Representatives in accordance with the terms and conditions of the work specifications attached to this ordinance, and any terms and conditions relative to conditions of employment which may be negotiated when reasonably necessary to carry out the purposes of this ordinance.

b. Said position shall exist within the Office of Legal Affairs and the individual selected to fill said position shall be directly responsible to the Director of Labor Relations.

3. Appointing Authority

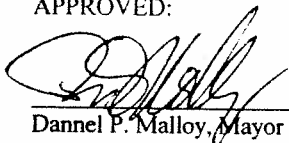
The Director of Legal Affairs shall be the appointing authority for the position of Labor Relations Specialist.

4. Effective Date

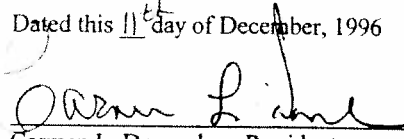
This ordinance shall take effect upon its enactment.

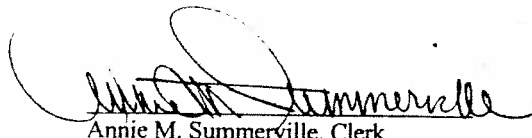
Carmen L. Domonkos, President, and Annie M. Summerville, Clerk, do hereby certify that the foregoing ordinance was approved on the Consent Agenda by the 24th Board of Representatives at their regular monthly meeting held on Monday, December 2, 1996.

APPROVED:


Dannel P. Malloy, Mayor
City of Stamford

Dated this 11th day of December, 1996


Carmen L. Domonkos, President


Annie M. Summerville, Clerk

EFFECTIVE DATE: December 26, 1996

Dated this 13th day of December, 1996

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HUMAN RESOURCES DIVISION
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CITY OF STAMFORD
Job Description

LABOR RELATIONS SPECIALIST

GENERAL STATEMENT OF DUTIES:

The position is responsible for assisting in Labor contract pre-negotiation preparations, wage and salary surveys, analysis of prior year contracts, developing bargaining strategy with Department Director/Supervisor, developing and recommending tactics and negotiating guidelines to the Director. Further, the position is responsible for ensuring that the proper implementation of all labor contracts are adhered to by all Department Directors/Supervisors.

SUPERVISION RECEIVED:

Acts under the direct supervision of the Director of Labor Relations.

SUPERVISION EXERCISED:

Assist in the supervision of all office clerical staff.

ILLUSTRATIVE DUTIES:

1. Responsible for conducting wage/salary surveys, pricing, review and analysis of prior year contracts, developing contract proposals in conjunction with Director of Labor Relations, Department Directors and Supervisors
2. Developing and recommending contract changes, bargaining strategy, tactics and analyzing the cost of Union/City proposals.
3. Assist the Director of Labor Relations with the presentation of proposals, development of strategies, act as a reference source on labor matters, as well as recorder of the proceedings.
4. Act as the primary management focal point in the investigation, fact-finding mediation and resolution of grievances and other contractual disputes.
5. Provide contract interpretation, guidelines, documentation and advice to Department heads and supervisors in the addressing of all labor/union disputes.
6. Serve as the City advocate during all grievance hearings, act as the arbitrator for conflict resolution purposes, and make final recommendations.
7. Act as the City representative/advocate in matters before the Board of Mediation and Arbitration and the Board of Labor Relations. Responsible for the preparation, research and presentation of the City's position at these hearings.
8. Act as City negotiator for settlement purposes as a means of reducing liability for the City.
9. Prepares and presents case briefs as mandated by the arbitrator/panel.
10. Performs other duties as deemed necessary.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES

1. Knowledge/understanding of labor laws.
2. Ability to comprehend and interpret union contracts.
3. Ability to advocate/defend a position.
4. Ability to handle and organize large volume of disputes.
5. Ability to conduct research and good presentation skills.
6. Ability to write clearly and concisely and express ideas and concepts in a logical sequence.

EXPERIENCE AND TRAINING

1. Two-five (2-5) years of industrial/employee/labor relations preferably in the public sector.
2. Minimum of a Bachelor's Degree in the Human Resources, Labor Relations or related field preferably a Master's Degree in the Human Resource area or a J.D.
3. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job descriptions not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

FLSA Classification- Exempt
Classified - MAA
Salary Grade - A9
Division- Human Resources
Reports to- Director of Human Resources

A-9
Adopted- 02/27/14
Revised- 3/31/16

MANAGER – TIME AND ATTENDANCE

GENERAL SUMMARY OF DUTIES

Under the general supervision of the Director of Director of Human Resources the Manager - Time and Attendance is responsible for ensuring that the Kronos time and attendance application correctly reflects company's business rules and operates with high performance and availability. The Manager of Timekeeping will establish employee profiles, pay codes, pay rules, queries and other setups. The Manager, Timekeeping (Kronos) is responsible for the overall program management functions for the Kronos Workforce Timekeeper application.

EXAMPLES OF WORK (Illustrative Only)

- The position provides continual operational maintenance and end user/production support by configuring, maintaining, and troubleshooting/resolving issues with all aspects of the application.
- Provides applicable training and education to employees, management, and timekeepers.
- Performs all system testing and data analysis of workforce analytics.
- The Manager acts as a liaison with all levels of the organization to provide customer service in relation to the time and attendance system.
- Responsible for the ongoing development, upgrade and data integrity of the Kronos system.
- Works with technical resources to create/edit existing programs in order to gather and report data as necessary.
- Assist in identifying areas for process improvement and establishing effective and efficient business practices.
- Leads audits, proposes solutions to issues found, makes corrections as necessary and communicates findings.
- Proficient in the day-to-day support for Kronos Workforce Central.
- Prepares accurate and timely weekly reports from the Kronos system as required by management.
- Works on special projects for HR and performs other duties as required by manager.
- A point of contact for answering Kronos related inquiries.
- Assist with new programs and special projects as requested – i.e., acquisitions, program implementations, etc.

REQUIRED KNOWLEDGE, SKILLS 7 ABILITIES

- Strong knowledge of information systems/human resources information systems, client server applications, and Wage and Hour Law preferred.
- Strong knowledge and experience with managing Timekeeping systems.
- Strong working knowledge of Microsoft Office Product Suite.
- Skilled in building relationships with clients and technology peers.
- Essential functions require the ability to communicate effectively in verbal and written form with internal and external customers.
- Able to compose written documentation and to read and interpret various types of technical documentation.

QUALIFICATION REQUIREMENTS

- Bachelor's degree or combination of education and work experience
- 3 to 5 years related experience; and previous experience working with Kronos time and attendance systems and Labor/Wage and Hour Law
- Understanding of the KRONOS Timekeeping modules. Prefer knowledge and experience of Timekeeper, Activities, Accruals, Attendance, LOA and Telestaff.
- Experience with organization with 1,500+ employees.
- Experience in implementing, converting, upgrading and maintaining Kronos Time & Attendance modules including writing pay rules for various business requirements.
- Excellent analytical and problem-solving skills.
- Strong written and verbal communication skills, including ability to interact face-to-face with customer/client.
- Experience supporting Kronos Telestaff..
- Experience in working with collective bargaining agreements.

ADA AND ADA44 SPECIFICATIONS

Physical Demands:

Ability to stand, walk, sit, use hands, fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

This job description is not inclusive of all job functions and will be reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.

HRIS (HUMAN RESOURCES INFORMATION SYSTEMS) ASSISTANT

GENERAL SUMMARY OF DUTIES

Under the general direction of the Director of Human Resources and the Board of Education equivalent and the supervision of the HRIS Coordinator, assists in the management and maintenance responsibilities relating to human resources management information systems; assists in analytical and technical functions in support of human resources administration; performs duties which involve personnel actions and processes; performs ongoing data entry and report generation to support the human resources, time and attendance and applicant tracking systems.; does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Serves as primary contact for various human resources information systems.

Performs a wide variety of employee records maintenance, verification, reconciliation, troubleshooting, reporting, and follow-up functions related to the human resources information systems.

Maintains and organizes all employee files and HR related employment records.

Maintains and up-dates electronic version of all classification job descriptions.

Serves as first contact to departments for HRIS/Time and Attendance system data needs.

Enters new employee data into HRIS/Time and Attendance systems and other HR related systems as required.

Administers job code, position number and employee level data changes including, but not limited to, reallocations, change in hours, salaries, transfers, personal information, employment separations, absences, work schedules, etc.

In coordination with the HRIS Coordinator, performs data maintenance tasks associated with HRIS/Payroll/Time and Attendance systems and interfaces.

Assists HRIS Coordinator in quality checking updated table values.

Creates, modifies and/or runs routine maintenance reports (labor turnover, data maintenance and auditing, custom department requests) and performs preliminary review of data integrity.

Performs other HR/Time and Attendance systems functions as required.

HRIS (HUMAN RESOURCES INFORMATION SYSTEMS) ASSISTANT
S/V-10

EXAMPLES OF WORKS (Illustrative Only) (cont'd.)

In the Board of Education:

Produces monthly staff absenteeism reports and assists in analysis of same.

Identifies over-extended absences and excessive use of contractual leave days.

Initiates over-payment recoupments and payroll deductions for over-extended absences and excessive use of contractual leave days.

Performs other general clerical and office support functions, as needed.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of human resources/payroll methods, procedures and operations and a demonstrated technical aptitude.

Working knowledge of the principles, practices and maintenance of an HRIS system.

Working knowledge of Microsoft Office, including but not limited to, Windows, Word, Excel and Access.

Working knowledge of, and ability to utilize, effective-dated, table driven human resources information systems.

Ability to communicate effectively, both orally and in writing.

Ability to deal effectively with others.

Ability to follow directions.

Ability to work independently and effectively manage multiple tasks at one time.

Ability to analyze data to identify discrepancies, problem areas, etc.

Sensitivity to confidentiality.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited high school and two (2) years of experience in a personnel/human resources/benefits office, which must have included at least one (1) year experience with a human resources information system.

HRIS (HUMAN RESOURCES INFORMATION SYSTEMS) ASSISTANT

S/V-10

NOTE: 30 college credits in an information technology field may substitute for six (6) months of the required two (2) years of experience in personnel/human resources/benefits office experience.

S-17 *
Adopted- 07/28/99
Revised- 11/17/99
Revised- 12/19/00
Revised- 01/27/05

HRIS (HUMAN RESOURCES INFORMATION SYSTEM) COORDINATOR

GENERAL SUMMARY OF DUTIES

Under the general direction of a designated administrator, manages and maintains the City's HRIS systems; works with department managers to coordinate the transfer of HR data to the payroll and time and attendance systems; performs analytical, technical and administrative functions in the HRIS area; researches, analyzes, designs, tests and maintains systems in support of Human Resources administration and projects; provides general oversight and supervision of HRIS Assistant(s); continually monitors Human Resources information needs and designs new or modifies existing systems to meet changing needs and requirements; serves as the liaison with Information Services staff; performs other related duties, as required.

EXAMPLES OF WORK (Illustrative Only)

Recommends and facilitates HR process analysis and re-engineering with an understanding of technical problems and solutions as they relate to the current and future Organization environment.

Devises improvement to current procedures, performs workflow analysis and recommends quality improvements. Includes problem recognition, research, isolation, resolution and follow-up.

Develops HRIS products and identifies, recommends and coordinates customizations.

Develops HR databases, combining data from multiple systems and sources for auditing and analysis purposes.

Assists in creating data sets for budget forecasting and analysis of labor costs.

Under general direction, acts as the interdepartmental interface between HR users and technical Analysts, as well as third party end users. Represents bridge between HR business needs and technology. Assists in establishing systems analysis and priorities in order to provide effective service to all users. Ensures conformance with HR and IS goals and procedures.

Serves as Departmental and Organizational resource in support of HRIS module implementation, assessment and implementation of other technologies and software and information report design and creation.

Responsible for preparing and maintaining HRIS process and procedures documentation.

Develops a variety of standard and custom reports as necessary for City, Board of Education, state and federal agencies.

HRIS (HUMAN RESOURCES INFORMATION SYSTEM) COORDINATOR

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EXAMPLES OF WORK (Illustrative Only) (cont'd.)

Independently codes, tests, debugs, and implements new programs or existing programs.

Coordinates and administers compensation and premium rate changes in accordance with collective bargaining agreements.

Administers HRIS payroll interface process.

Develops, updates and revises HRIS training curriculum manuals. Performs HRIS end user training.

Maintains and modifies HRIS application to meet business needs.

Analyzes user requirements as related to software and hardware opportunities.

Ensures the integrity of data by reviewing personnel transaction processing activities of the support staff.

Participates in the evaluation of new or enhanced systems and provides appropriate technical and economic recommendations.

Coordinates HRIS system upgrades, evaluates functional changes and their impact on established processes and procedures. Modifies procedures to conform with software upgrades.

Coordinates the changes required by all related departments to implement system changes.

Documents all activities on the users' change requests and programs/system changes.

Maintains log of all vendor modifications and system changes.

Oversees the operation of the HRIS system and/or other related software.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of human resource/payroll methods, procedures and operations.

Knowledge of compensation and benefits administration.

Knowledge of the concepts and principles of relational databases and desktop computing.

Thorough knowledge of the PeopleSoft HRIS product.

Working knowledge of principles, practices and maintenance of an HRIS system.

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REQUIRED KNOWLEDGE, SKILLS & ABILITIES (cont'd.)

Working knowledge of Windows, Microsoft Office and ACCESS software programs.

Ability to maintain, retrieve, compute and analyze data in a relational database.

Ability to train personnel in the use of multiple data information and management systems.

Ability to communicate effectively, both orally and written.

Ability to maintain effective relationships with co-workers.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited college or university with a Bachelor's Degree and five (5) years of practical work experience in a human resources field, at least two (2) of which must have involved experience with HR information systems OR graduation from an accredited high school and seven (7) years of general experience as described above, at least three (3) of which must have involved experience with HR information systems OR another satisfactory equivalent combination of education, training and experience.

- * Classification of HRIS Coordinator reallocated effective **March 5, 2001** from Grade 15 to Grade 17. Memorandum of Agreement signed on 5/2/01 by William C. Stover, Acting Director of HR and UAW Union President, David Exline.