HRIS Specialist

Job Code 50012147

General Description
Responsible for providing technical systems support for Human Resources, as well as researching and analyzing the needs of Human Resources areas in order to design, configure, and/or implement information systems to satisfy those needs.

Examples of Duties
Function as webmaster to create and maintain departmental home page.
Provide technical assistance to staff.
Train staff members and student employees to employ available technology effectively.
Maintain and backup all computer systems, networks, databases and peripherals.
Analyze departmental needs and create programs that are needed for various system applications.
Diagnose system problems and provide corrective support.
Develop and maintain an inventory of all computer software, hardware, and peripherals.
Evaluate hardware and software and make equipment recommendations to supervisor.
Work as liaison with IT division on special projects.
Participate in special projects.
Serve on Support Staff Resources Committee.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: relevant UPPSs; HTML and JavaScript; technical hardware/software manuals, periodicals, Internet resident resources and web server software; SDLC procedure manuals; multimedia software; dictionary of datasets and data elements; operating systems and peripherals.

Skill in: responding to requests for assistance and information; diagnosing system malfunctions; working as a team member; identifying needs of multiple websites, using Microsoft applications.

Ability to: interpret technical documents; exchange concepts, ideas, and procedures; make appropriate equipment recommendations; multitask various projects, perform intermediate math and statistical analysis.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirement
None

Last Reviewed 4/18/12