



HRIS Business Analyst

Job Description

Department: Human Resources
Position: Career Service
Grade: 728
Supervisory: No
Reports to: Director – Human Resources

Summary

Under general guidance and direction of the Director – Human Resources, ensures effective integration of Human Resources Information System (HRIS) data and systems in a dynamic environment by developing, testing and implementing current, new, and modified Human Resources (HR) system functionalities based on established standards. Maximizes the use of technology to improve process efficiency and data accuracy.

Essential Functions

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

1. Analyze and integrate HR data and systems to streamline existing processes, increase efficiency, and identify system solutions for developing new functionalities.
2. Manage complex projects with multiple deadlines and interdependencies.
3. Apply project management methodologies to determine, gather, and document business processes, technical and operational requirements, testing, and implementation of current, new, and modified HR system functionality.
4. Develop and execute test cases to validate system functionality; identify and resolve system defects and issues; coordinate system implementations and upgrades; and provide user training support.
5. Act as a liaison between HR and County agencies to provide day-to-day system support.
6. Collaborate with departments and information systems team to assess needs for various business functions, translate business functional requirements into technical specifications, and recommend appropriate scope and solutions.
7. Responsible for troubleshooting and problem-solving complex issues related to system functionality, application development, and data integrity.
8. Manage relationships with HRIS vendors and service providers.
9. Collaborate with vendor support organizations to research issues, log bugs, and request enhancements.

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Job Code: 2212
Job Title: HRIS Business Analyst
FLSA: Exempt
Effective Date: 12/18/2024
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

10. Develop and enhance business processes; conduct fit-gap, cost-benefit, and industry analyses; research industry trends, and recommend effective solutions.
11. Explore new system functionality; identify, learn, and implement new system capabilities.
12. Develop documentation related to design, configuration, process and workflow, and integration and interface requirements.
13. Serve as the primary HRIS resource for HR Team and mentor HR team members by sharing expertise related to business process improvements, systems, and reporting.
14. Write complex ad-hoc queries on business requirements and reporting, as required.

Knowledge, Skills, and Abilities

- Knowledge of HRIS, database, data management, computer and related information applications, reports and functions
- Knowledge of business processes, improvements, and methods using technological applications and solutions
- Knowledge of effective report writing and techniques
- Knowledge of principles, theories, and practices of computer data storage, retrieval, and or restoration
- Skilled in research and implementation of HR management best practices
- Skilled in communicating, both verbally and in writing, including complex technical information
- Skilled in using logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions
- Skilled in Microsoft Office Suite
- Skilled in project management and strategic planning
- Skilled in conflict resolution
- Ability to foster and encourage a culture of innovation as a role model and mentor by personally seeking out innovative solutions and methods and sharing those with the team
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to ensure commitment to quality standards and processes and efficient delivery
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to work effectively under pressure

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Computer Science, Information Systems, Human Resources, or a closely related field.
2. Four (4) years of experience working with HRIS systems, such as Workday, Oracle, and PeopleSoft modules, including Human Capital Management (HCM).
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who possess a Certified HRIS Professional (CHRP) certification.
2. Preference may be given to applicants with experience working with Workday HRIS.

Additional Eligibility Qualifications

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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