UNIVERSITY OF SOUTHERN CALIFORNIA

HRIS Specialist

Job Code: 165551

Grade: TJ
OT Eligible: Yes
Comp Approval: 9/10/2008

JOB SUMMARY:
Oversees Human Resource Information Systems (HRIS) operations and work systems unit and serves as Home Department Coordinator for assigned department. Oversees the implementation and maintenance of human resources records into electronic data processing systems. Implements efficient methods of data collection and maintenance. Generates regular and special reports regarding pay data and other human resource related information. Recommends changes in HRIS methods or procedures to increase efficiency. Supervises subordinate staff.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Oversees Human Resource Information Systems (HRIS) operations and work systems unit. Oversees the implementation and maintenance of human resources records into electronic data processing systems. Provides guidance to staff and student workers regarding HRIS operations, work systems and policies and procedures. Manages staff and/or student workers in the planning and delivery of services and activities.

Directly supervises all assigned subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.

Schedules and prioritizes workloads. Ensures project activities are completed according to plan. Provides feedback on work assignments. Serves as primary contact and liaison with other university departments to ensure services are coordinated as needed.

Designs, develops and maintains databases. Oversees the development and maintenance of programming and operations documentation. Develops modules including database enhancements and upgrades. Develops and implements data integrity measures for system database and delivery of services.

Reviews and recommends redesign of existing or new human resources systems and accompanying processes. Determines business requirements and translates into functional and technical requirements. Liaises with other university departments to facilitate projects.

Recommends new human resources systems to management. Researches vendors and evaluates proposals for new software. Develops and manages system implementation process/project plans.

Ensures all HRIS products meet standards and user requirements. Tests, troubleshoots and monitors software and hardware performance and resolves problems. Plans and implements controls and procedures for system security and protection from modification. Controls and protects data integrity.

Designs standard and ad-hoc reports for management. Implements procedures for report generation. Consults with users on report design, project requests or for problem resolution.
Participates in the administration of project budgets. Monitors, tracks and reconciles budget activity. Provides projections used to develop a budget.

Serves as Home Department Coordinator for assigned department. Prepares, processes and authorizes personnel transactions. Administers Leave of Absences (Worker Compensation, Disability, Return to Work, Paid Family Leave and Transitional Program) for assigned department.

Develops and conducts in-house training programs for both human resources staff and other department employees.

Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments and technologies. Makes recommendations to senior management regarding technology changes based on developments in field and business needs.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

<table>
<thead>
<tr>
<th>Essential</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's degree
- Specialized/technical training
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 years

**Minimum Field of Expertise:**
- Direct experience with HRIS capabilities and functionalities.

**Preferred Education:**
- Bachelor's degree

**Skills: Administrative:**
- Communicate with others to gather information
- Coordinate work of others
- Gather data
Prioritize different projects
Research information
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software
Use desktop publishing software

Skills: Other:
Analysis
Assessment/evaluation
Budget development
Budget development
Coaching
Conflict resolution
Counseling
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
Supervisory Skills
Teaching/training

Skilled in:
Business requirements tools and techniques
Database administration and management
Database design tools and techniques
Project management tools and techniques

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Personal mobile communication devices
Photocopier

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer