HRIS Analyst

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jan 12, 2017
Revision Date: Jan 12, 2017
Revision Date: September 25, 2023

SALARY RANGE
SEE SALARY SCHEDULE

JOB DESCRIPTION:

Job Description:
Under general direction, the HRIS Analyst plans, implements, coordinates and manages projects and activities of major significance to the development and delivery of court programs and services; serves as a technical resource to Court staff, prospective employees, and external stakeholders in the compilation and dissemination of information through the Court's HRIS systems and Payroll systems and modules.

Distinguishing Features:
The HRIS Analyst is a HR technology systems leader who, under the direction of the HRIS Administrator, manages, leads, and defines HR and Payroll systems implementation, configuration, security, reporting, support, and data management. Employees at this level are subject matter experts in HRIS and Payroll modules and software and hold responsibility for data integrity, testing and implementing system changes, updates and releases, report writing and assessing and developing business process flow analyses for process improvements. Employees in this classification assume the more complex activities involved in data management.

EXAMPLES OF DUTIES:

Examples of Duties:
Note: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level.

1. Plans, organizes and leads professional and technical staff involved in HRIS system configuration, security administration, data audits and corrections, system updates, and overall functionality of the system including Production and non-Production tenants.
2. Organizes, plans, supervises and conducts HRIS business process realignments, strategic planning, system improvements and enhancements, through development and

maintenance of key relationships with Division stakeholders to understand business processes, goals and gaps. Updates and maintains system documentation.
3. Manages and oversees the processing of personnel transactions in Workday, including new hires, transfers, promotions, resignations and retirements. Supports position management, including the creation of new positions, updating of existing positions, and the inactivation of dormant positions.
4. Analyzes current processes and systems for both HR and Payroll functions. Project manages Workday system design, development and implementation in partnership with Finance and OIT, including team activities, tasks and timelines.
5. Ensures data integrity and confidentiality within Workday HCM, other HR technologies and vendor systems; regularly performs data audits, validations and corrective actions as needed.
6. Plans, implements, coordinates and manages Human Resources programs and activities to improve administration of court services; develops work plans and project goals; and assists managers in assessing the effectiveness of procedures, organizational structure and HRIS and Payroll design.
7. Provides former employees post-employment Workday access upon separation; terminates post-employment access per Court guidelines; terminates HR system access for former employees in compliance with Court/HR policies and rules.
8. Designs, implements and maintains Workday systems security access policies, processes and procedures for restricted and non-restricted user access; creates and maintains related documentation.
9. Manages inter divisional teams, and complex projects and studies; participates in and coordinates committees and task forces.
10. Develops and revises court policies and procedures.
11. Provide human resources technology expertise to court managers, supervisors and staff regarding human resources matters; assist and participate in developing user training guides on applicable areas of HRIS technology software.
12. Conduct formal and informal end user training on system functionality and reporting tools, and leverage technology to promote automated, self-service reporting.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:
Possession of a Bachelor's degree from an accredited college or university in Human Resource Administration, Business Administration, Computer Science, Information Technology or a closely related field.

And

Experience:
The equivalent to four years of full-time experience as a functional or project lead supporting HR information systems. Two years of HR Workday experience is highly desirable. Workday Pro certification in Workday HCM or Payroll modules, or the ability to obtain Workday Pro

certification within the first 10 months of hire.

<u>Substitution:</u>
Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of:
- HRIS administration, implementation and maintenance;
- Human Resources functional areas and processes
- Project management and change management;
- HRIS administration; data collection, research and analysis methods;
- Complex report writing and compliance tracking;
- State, court and county functions, organization and structure;
- Principles, functions and practices of public administration and policy analysis;
- Court operations;
- Workflow process analysis;
- Local, State and Federal laws pertaining to human resource management;
- Principles, methods and techniques of personnel administration;
- Revenue distribution methodologies and distribution formulas, generally accepted accounting principles, financial management systems and applications, budget development and practices;
- State and local legislative processes;
- Statistical and research methods;
- Supervision principles and practices

Ability to:
- Manage special projects and programs;
- Produce accurate work under pressure with frequent deadlines;
- Evaluate problems and issues with conflicting evidence, make recommendations and facilitate implementation;
- Learn, interpret and apply employee labor agreements and state and federal laws pertaining to employment, health and welfare benefits programs and payroll functions and processes;
- Use a variety of computer office, research and database applications;
- Prepare and deliver written and oral presentations;
- Maintain the confidence and cooperation of Court officials, employees and the public;
- collect, interpret and evaluate a variety of narrative and statistical data;
- Develop and write procedures, correspondence, and narrative and statistical reports; maintain confidentiality of information;
- Exercise discretion and independent judgment.