

## HRIS Supervisor

Requisition ID: 27163

Application Deadline: 3/10/19

Pay Range: \$52,811.20 - \$81,078.40

[Link to Job Post](#)

### Duties:

- Supervise the central employee records staff: hire, optimize work assignments, set work priorities based on current and project-based needs, develop performance standards and conduct periodic reviews, approve leave, determine and carry out approved disciplinary actions, as required;
- Serve as primary Subject Matter Expert (SME) for City wide HRIS and all associated compensation and employee records transactions;
- Oversee and maintain all employee records, maintained on LaserFische or within HRIS, in adherence to the Virginia record keeping requirements;
- Function as the Subject Matter Expert (SME), concerning records transactions and related policies, for City-wide records processing staff (HRPals and FINPals) and members of management;
- Train and coach PALs, identified super-users and others, as deemed necessary, to fully use and leverage the Payroll / HR ERPs;
- Analyze business operations; identify business needs and business process improvements; study, research, and analyze existing or proposed specialized applications independently or as a member of a team; conduct discussions with appropriate stakeholders to review, evaluate, and analyze existing specialized applications to define problems and information processing requirements, and to recommend procedural and operating improvements; and evaluate specialized application system performance and make recommendations for increased efficiency;
- Audit employee records for completed critical and priority fields;
- Initiate / authorize critical record transactions, determined by City procedures, department and City leadership, and Finance and Auditing directives;
- Prepare mass employee update files (Excel or other format accepted by City IT) to be programmatically posted to employee and position records; assess accuracy of test files, audit final records; work independently or with department leadership to formulate pay adjustments and selected field changes using selection criteria based on conditional statements;
- Prepare routine and specialized reports utilizing City IT delivered files and Excel; assist with calculations to pay out desired actions, project future employee status(s), and summarize detail for reporting (internal / external) and leadership discussions; automate the preparation of routine data summaries / reports using City IT routine data reports;
- Assess current utilization of HRIS delivered applications, data fields and reports; identify possible means to improve or expand the City's use of data fields (not used or repurposed);
- Initiate approved changes with City IT;
- Initiate requests for new, or modified, reports; authorize those who can access them;

- Represent the division in discussions involving the HRIS application, database, and transactions that affect, or are impacted by the same;
- Coordinate and approve routine testing and release of new processes that originate from vendor releases, system outages and recovery operations;
- Work closely with City IT and vendor(s) to determine acceptance of releases, patches and priorities of direction involving enhancements being considered;
- Assist, as needed, with the maintenance and inventory of departmental hardware and software;
- Stay abreast of technology and regulatory changes in the field of HR and Payroll;
- Perform other job duties requiring skills, knowledge and physical requirements, as determined by duties described, or less; individual assignments will be determined by the supervisor based on the current workloads and department needs.

**Requires:** Any combination of education (above high school), training, and/or experience equivalent to eight (8) years in a field related to automated business operations in a network or server-based environment for the agency where the IT services are being used, utilizing the required knowledge, skills, and abilities. (NOTE: Related college disciplines include Business Administration, Public Administration, Information Systems, and Information Technology.) May be required to have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements. **SPECIAL REQUIREMENTS:** All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

For more information and to apply on-line go to [www.vbgovcareers.com](http://www.vbgovcareers.com) EOE