Classification Specification for Unclassified Service

Title: HRIS Specialist

Pay Scale Group: 14-1

Essential Function

Under general supervision from a designated administrator, perform a variety of human resources support responsibilities relating to data entry and integrity ensuring operational effectiveness and efficiency of internal processes.

Characteristic Duties

Modify and update employee data in UCFlex (SAP), process PCRS and other additional requests as necessary.

Work with team members to maintain the audit review process of all data changes and make recommendations for process improvements.

Maintain data integrity and provide routine reports to management.

Respond to inquiries and request from business units, escalating issues as needed to management.

Trouble shoots and resolve issues ensuring operational guidelines and policies are followed.

Monitor daily personnel action processing: develop and/or modify process documentation to ensure data integrity.

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree and experience must be in human resources or related field.