

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Human Resources Information Systems (HRIS) Manager		
<b>Job Code:</b>	MG1691	<b>Job Family:</b>	Management
<b>Pay Grade:</b>	712	<b>Date Created:</b>	11/9/2016
<b>FLSA Status:</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Directs, manages, and coordinates the activities and operations of the Human Resources Information Systems (HRIS) and Records division within the Human Resources department, including assisting the Information Technology Services (ITS) Department with implementation of technology projects; Formulates and defines system scope, objectives and detailed specifications for implementations of technology products including ERP and cloud products; Responsible for ensuring that all HRIS business needs or functional requirements are transferred into detailed technical requirements for coding/designing and those requirements are being implemented within scope, and on-time to meet federal, state, local rules and regulations. Coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to either the Human Resources Director or the Assistant Human Resources Director(s).

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises HRIS/Records Division staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Plans, directs, and coordinates HRIS/Records division activities to manage and maintain accuracy of employee data for reporting, public information and distribution purposes. Ensures HRIS/Records services are in compliance with federal, state, and local regulatory requirements related to recordkeeping and reporting. Coordinates and interprets and recommends personnel policies, procedures, rules and regulations of assigned human resources programs.
3. Participates and manages in the design and development, enhancements and evaluation of systems optimization, efficiency and cost savings opportunities for PeopleSoft applications with associated software integration (Fusion, LaserFiche, SharePoint Taleo) and cloud applications.

4. Maintains queries/reports and provide reporting services and works with employees on the continuous improvement to all customers as needed.
5. Reviews and interprets and explains personnel policies, procedures, rules and regulations of assigned human resources program area, including ADA, affirmative action, grievance procedures, employee benefits, FLSA, recruitment guidelines, EEO, self-insured worker's compensation plans, injury and loss prevention programs, and related personnel issues to ensure proper HRIS data entry functions. Advises Management on organizational policy matters related to HRIS/HRMS.
6. Manages HRIS project missions, goals, tasks and resource requirements for implementation of projects that impact the entire city; resolves or assists with resolution of conflicts within projects. Develops methods using project management methodology to monitor HRIS projects
7. Acts as professional resource for HR and City departments on HRIS program related issues and transforms business/functional needs into technical requirements for coding/designing purposes and to ensures that the requirements are implemented within compliance to meet federal laws, state and City of Fort Worth legislation and Police Rules and Regulations (PRRs) including testing for accuracy.
8. Researches and manages current and proposed HRIS related information, business process flows and costs/benefits of emerging technology. Participates and manages the collaboration with developers and subject matter experts to establish technical vision and analyze trade-offs between usability and performance needs. Monitors and evaluates the responsiveness, efficiency and effectiveness of HRIS/HRMS managed/operated software systems, methods and procedures and work with staff on continuous improvement.
9. Participates and manages and provides oversight to creating comprehensive implementation plans for configuration/customization changes including data migrations, manual steps and/or security roles; and coordinate system and user acceptance testing. Troubleshoots and determines problems before proposing customizations/modifications to the ITS Department regarding HRIS/HRMS software systems including PeopleSoft and cloud applications before escalating for coding changes.
10. Serves as a liaison between HR and ITS, and City departments to align HRIS technology functionality to operational processes. Oversees HR data management processes; ensures quality, timeliness, security and proper use of HR information entered and retrieved from systems.
11. Oversee and participates in the development and administration of division's annual budget. Participate in the forecast of funds needed for staffing, equipment, material and supplies, monitor and approve expenditures; implement adjustments. Serves as a representative on a variety of boards, commissions and committees as required
12. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures. Works with team members on the continuous improvement of human resource programs.

13. Provides staff assistance to the Human Resources Director or the Assistant Human Resources Director(s).
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
16. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Operational applications, functional and technical knowledge of Human Resources Management Systems (HRMS) and Human Resources Information Systems (HRIS) program and software applications. Including PeopleSoft HCM modules (HR Core, Benefits, Time & Labor, Absence) and cloud products.
- Principles and practices of human resources management.
- Principles and practices of HRIS/HRMS program development and administration.
- Methods and techniques of implementing special projects mandated rules and regulations governing personnel programs including ADA, affirmative action, EEO ERISA, FLSA, HIPPA, USERRA, and related legislation in an HRIS/HRMS area.
- Modern office equipment including computers, and supporting word processing and spreadsheet applications.
- Principles and practices of payroll, record keeping and report preparation.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.

- **Skill in:**

- Design of HRIS/HRMS databases, structures, functions, processes, cloud applications and tools.
- Project management.
- Organization and time management.
- Interpersonal relations.
- Conflict resolution.

- **Ability to:**

- Apply principles and practices of human resources management to HRIS/HRMS database design.
- Oversee and participate in the management of the HRIS/Records Division.
- Communicate clearly and effectively, both orally and in writing.
- Interpret, explain and apply City personnel policies, procedures, rules and regulations.
- Oversee, direct and coordinate the work of subordinate employees.

- Act as a professional resource in the HRIS/Records area.
- Select, supervise, train and evaluate subordinate employees.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships.

### **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in computer science/information technology, human resources management, industrial relations, public administration, business administration or a related field and five years of human resources and/or computer science/information technology experience, including two years of administrative and supervisory responsibility.

### **OTHER REQUIREMENTS**

Valid Texas Driver's License.

### **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.