# City of Fort Worth, Texas
## Job Description

| Classification Title | HRIS Specialist | | |
|---|---|---|---|
| **Job Code:** | PR1650 | **Job Family:** | Professional |
| **Pay Grade** | 608 | **Date Created:** | 11/23/2016 |
| **FLSA Status** | Exempt | **Date Revised:** | 06/09/2023 |

## GENERAL SUMMARY

Operates and maintains data and information requests from Human Resources Information Systems (HRIS) applications that reside in the HRIS/Records division within the Human Resources department. Serves as an information source for employees and outside groups; schedules and executes selected applications and processes and distributes output regularly; performs data entry and processing tasks; and provides responsible assistance to assigned supervisory or management staff.

## 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. Analyzes data relevant to personnel activities and functions.

2. Performs a variety of analytical and technical tasks in processing personnel requests.

3. Monitors personnel and payroll transactions and reviews data input made by others to identify improper actions or procedural applications.

4. Participates in establishing methods for providing routine and non-routine information requests assigned human resource services, as requested; responds to questions and concerns related to assigned human resource activities.

5. Prepare job aids and training materials to document tasks in the HRIS/Records section.

6. Perform complex tasks that include but not limited to verifying, amending, and completing current and consistently changing information in PeopleSoft (PS).

7. Perform systematic updates as required in PS to reflect the most current workability. Assist with troubleshooting various support issues and assist in user acceptance testing as needed

8. Supports Public Information requests. Respond to requests for information and assistance from employees, management, outside agencies and the public.

9. Processes ERP security requests.

10. Performs other related duties as required.

11. 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.

**KNOWLEDGE, SKILLS & ABILITIES**
- **Knowledge of:**
  - Computer hardware, software, systems and peripherals used by Human Resources.
  - Principles and practices of human resource activities.
  - Storage and handling techniques for records.
  - Database management systems.
  - Laserfiche.
  - Departmental and city rules, regulations and procedures relevant to information systems and services.
- **Skill in:**
  - Various software applications related to Human Resources information systems.
  - Use of computer software programs (database, spreadsheet and word processing) to prepare reports and data.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Write application programs to retrieve data and information in an appropriate format.
  - Operate assigned computer equipment and software.
  - Interpret and explain City policies and procedures.
  - Prepare clear and concise reports.
  - Read and understand technical manuals pertaining to the use and the operation of data base management and other HRIS applications.
  - Perform technical and analytical tasks in support of human resources program activities including recruitment and selection, job evaluation and classification, compensation and benefits, and training.
  - Apply information technology to perform assigned human resource tasks.
  - Monitor assigned computer systems.
  - Follow specific instructions for generating assigned reports.
  - Provide appropriate data for conducting compensation and benefit surveys and studies.
  - Establish and maintain effective working relationships.

**MINIMUM JOB REQUIREMENTS:**

Bachelor's degree from an accredited university or college with major coursework in Public Administration, Human Resource Management, Information Systems, or related field and two years of information systems experience in a Human Resources environment dealing with compensation and payroll activities.

**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.