



HUMAN RESOURCES SYSTEMS SPECIALIST

GENERAL RESPONSIBILITIES

Work with the WISE team to research, analyze, design, test, and maintain systems in support of Human Resources, Payroll, and Benefits. The position is responsible for the design, implementation, maintenance, and overall administration of Lawson Human Resource Information System (WISE). Serving as a liaison between the Department of Human Resources and Department of Technology; supervising the data processing function for human resources including the maintenance of a library of Crystal programs published on the intranet, updating personnel database records, enhancing and maintaining computer systems, and working with analysts and programmers to ensure the smooth operation of WISE.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Act as a liaison between HR staff, as end users, and the technology staff
- Coordinate and write specifications for functional changes to panels, screens and tables
- Facilitate system upgrades and modifications.
- Monitor upgrades and patches available through the Lawson Customer Support Website, making recommendations and testing those that are needed by VBCPS.
- Work with the WISE team in the implementation of enhancements; testing all enhancements and upgrades to the Lawson HRIS (WISE) to ensure the integrity of the database.
- Design and test modifications to the Lawson HRIS (WISE) ensuring that any changes are properly integrated with payroll, benefits, and Time & Attendance.
- Assist end users in developing reports and queries.
- Provide custom reports for HR Staff to manipulate in other software such as Excel.
- Design, publish, and maintain Crystal reports to meet the needs of a variety of end users throughout the school system.
- Interface with departments outside of HR such as Payroll concerning HRIS data
- Audit data base integrity; and serves as a primary contact to troubleshoot problems and resolve functional system questions.
- Research all issues related to the Lawson HRIS (WISE). This includes working with the Lawson Global Support Center to identify and resolve problems. This may involve phone support or on-line support using the Internet.
- Work with other Lawson users through online message boards and support sites to identify and resolve issues.
- Design and conduct training classes in the use of the HRIS (WISE).
- Work with payroll, benefits, and budget to ensure that all aspects of the integrated database are working together correctly and efficiently.

- Work with end users to help them integrate work processes with WISE.
- Work with payroll and Time and Attendance to resolve data errors which might result in employees not being paid on time.
- Plan and execute all major changes to HR data on WISE including changes in pay and all year end processing.
- Work with budget in the creation and maintenance of job codes and position codes.
- Design and maintain code structure for all WISE HR tables.
- Monitor and maintain security access to WISE for HR.
- Review, analyze and evaluate information systems specific to the Human Resource department.
- Manage and implement all changes to salary scales, raises, step increases, etc.
- Complete a variety of reports for government agencies including EEOC, VEC, DOD, BLS, State Dept of education. (E.g., EEO-5, Annual School Report, Average Salary Survey, Current Employment Statistics Survey).
- Respond to a variety of State Superintendent's Memos requesting information.
- Write programs and reports in response to information requests from internal and external sources relating to compensation, demographics, leave, etc.
- Serve as liaison between HR and the School Office of Technology and City Department of Information Technology.
- Coordinate with the school system and contract programmers to maintain integrity the Lawson HRIS (WISE).
- Supervise and implement all updates to personnel and leave systems, including raises, sick leave bank adjustments, etc.
- Serve on various committees involved in the analysis and design of any computer database systems relating to HR, leave, and payroll.
- Approve, signoff, all updates or changes made by programmers to personnel data and any request for release of data to other departments.
- Serve on a variety of review teams for Requests For Proposals (RFP's).
- Manage various one-time or continuing projects such as the SubFinder implementation, compensation studies, appeals process, and summer school staffing.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in developing detailed documentation in communicating financial information and results; ability to comprehend and apply microcomputer languages and software packages to complex tasks and to test and implement new programs; ability to provide guidance to human resources staff and departments and schools in human resources policies, and procedures; thorough knowledge of the philosophies, principles and practices of public personnel administration; thorough knowledge of research, data analysis and report presentation techniques; thorough knowledge of current Federal and State laws and regulations applicable to public school employment; thorough knowledge of automated data processing applications to personnel records; ability to establish and maintain effective relationships with school officials, employees and the general public; ability to analyze facts and present recommendations effectively in oral and written form; ability to plan, supervise and review the work of technical and clerical subordinates; ability to establish, implement and monitor operational and clerical procedures relevant to personnel record management.

EDUCATION AND EXPERIENCE

Bachelor's Degree with a concentration in business and/or information systems; additional education at the graduate level highly desirable. Extensive experience in personnel management, preferably in a school system. Considerable experience working with a Human Resource Information Systems (HRIS). Experience in supervising professional and paraprofessional employees.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

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| FLSA status: Exempt | Description: Rev. 6/04 |
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