AUBURN
Human Resources

Assoc Dir, HR Information

Job Description

JOB INFORMATION

Job Code	EB61
Job Description Title	Assoc Dir, HR Information
Pay Grade	HR13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/1/2020

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

Reporting to the Dir, HR Administration, this position is accountable for maintaining the integrity of and accessibility to the university's human resource information. This position functions as primary analyst, administrator, project manager, and facilitator for Human Resources (HR) technology and software applications, supporting all HR functions including: Compensation & Classification, HR Development, Employment, Campus Relations, Benefits, Payroll, Records, and the Office of the AVP, Human Resources. Employee information is fundamental to the efficient and effective operations of all HR functions and the services they provide to the campus community in support of the university's strategic talent goals and legal compliance obligations. This position has shared accountability with key leaders in Business and Finance and the Office of Information Technology, while working closely with other analysts and systems specialists to maintain human resources data integrity and access for all employee information, as well as, the effective, timely, and accurate data integration with the university's enterprise HR system and various HR outsourced vendors.

RESPONSIBILITIES

- Maintains HR information integrity and accessibility. Functions as primary analyst, monitor, project manager, and facilitator for the Human Resources role in technology and software applications, supporting the various Human Resources functions including -- Compensation and Classification, HR Development, Employee Relations, Benefits, Payroll, Records, and Office of the AVP, Human Resources. Identifies new human resource information systems opportunities with the ability to understand the general capabilities and limitations of the current computing systems environment.
- Makes recommendations regarding hardware and software acquisitions. Supports that planning, design, and implementation of all new HR information system installations and integrations. Coordinates the interaction with internal departments in the areas of procurement and resource assignment. Facilitates necessary internal and external meetings and prepares necessary status reports to ensure project tasks are being completed in a timely fashion.
- Working collaboratively with HR process stakeholders, other analysts and systems specialists from Business and Finance, and the Office of Information Technology, performs routine data audits and modifies and maintains systems to assure Human Resources information data integrity, and the effective, timely, and accurate data integration with the university's enterprise system and the various outsourced providers.
- Acts as primary HR contact with internal technology resources and third party vendors and applications. Ensures that proper resources are in place to provide effective and quality installation and support. HR systems may include: Position Management, Market Pay & Structure, Job Evaluation, Applicant Tracking, New Employee On-boarding, Performance Management, Employee Relations Case Management, Learning Management, and various other learning and work flow management applications.
- Collaborates with all HR functional units; develops reports , assesses systems and information user training needs, works with HR Development in the content and methods for training systems users, both internal or

RESPONSIBILITIES

	external to HR, in the effective use of specific applications. Provides individual and/or group instruction and training to staff on HR information software application technologies as needed.
•	Monitors and reports on technology support for various compliance activities and performs related work as required. Serves on the HR Priorities information technology workgroup, assigning appropriate priorities among all active requests.
•	As Subject Matter Expert (SME), identifies and facilitates the continuous improvement of HR information systems, processes, and work flows; recommending enhancements/modifications as needed to maintain optimum functional utilization and integration of HR systems across all functions. This includes the facilitation and assessment for the improvement of HR management processes and recommends enhancements/modifications as appropriate. Participates in u-wide business process improvement/implementation teams as needed.
•	Assists with the planning, design, research and acquisition of new or upgraded HR information software systems; maintains current knowledge of software and technology trends and recommends modifications as necessary.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Information Systems, Computer Engineering, Computer Science, Business, Human Resources, or relevant.	and	6 years of	Experience in an HRIS role within a large complex employer. Experience should include business systems and process analyses supporting a variety of human resources functions. Must have demonstrated experience in change-oriented project development and facilitation; using enterprise systems as well as HR-specific applications -- may include applicant tracking, position management, performance management, learning management, and/or other similar HR functional applications.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Fully knowledgeable of enterprises systems configurations and workflow, and the integration/two-way interface of data files with outsourced applications used in the Human Resources functional space.	
Applies standard analysis principles in the assessment of HR business needs and the functional capabilities/opportunities supporting those HR functional needs.	
Demonstrated success in data analysis and report writing, utilizing current report writing applications/methodologies.	
Advanced understanding of human resources business environment of a large complex employer with basic understanding of the university's system, its policies and operating procedures.	
Intermediate knowledge of business systems analysis and current technological developments/trends.	
Intermediate knowledge of agile methodologies with a detailed focus on deployment, integration, sustainable monitoring and maintenance.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced ability to analyze, organize and prioritize work while meeting multiple deadlines.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Human Resources Information Professional (HRIP)		within 1 Year	Required	Or
Certified Project Management Professional (PMP)-PMI		within 1 Year	Required	Or
Professional in Human Resources (PHR)-HRCI		within 1 Year	Required	Or
SHRM-CP		within 1 Year	Required	Or
	Human Resources related certification	within 1 Year	Required	Or
None Required.			Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.