GENERAL SUMMARY
An employee in this classification primarily functions as a liaison between the Human Resources Department and Information Technology, a Division of Finance (which may include 3rd party vendors) to administer human resources business systems. This classification provides a broad range of project management and technical support in the IT areas of end-user development, planning, testing, report writing, queries/batches, statistical analysis, troubleshooting, and training.

SERIES CONCEPT
None

ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Plan and make recommendations for human resources information technology strategies and projects.
- Track, solve, test, and troubleshoot software development issues and enhancement requests.
- Plan, design, propose and implement/configure changes/improvements to internal systems.
- Consult with and analyze user needs and develop system requirements.
- Act as a liaison between the Human Resources department and Information Technology (which may include 3rd party vendors) to ensure the assigned department’s project needs are being communicated effectively and are on schedule.
- Manage project timelines.
- Plan, or participate in planning systems purchases, enhancements, and implementations.
- Test changes and enhancements to software application systems (including creating documents and test scripts, manually updating document status and tables, and testing functionality).
- Train users on new and updated software applications or processes.
- Create, maintain, and run queries for reports and statistical analysis.
- Design and maintain scannable and electronic forms.
- Maintain the integrity and security of documents and files.

Other Job Functions
- May participate in county-wide and/or external technology committees.
- May participate in department technology budget planning.
- May act as lead technology coordinator for department.
- May assist with database or spatial analysis.

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• May assign work to a specific work unit and ensure tasks are completed correctly and timely.
• May approve leave requests and work schedules.
• May provide input on performance evaluations.
• May maintain electronic file structure for department.
• May act as lead web developer for department. May develop web pages using Internet Content Editor. May review and update content of web pages.
• Perform other job functions as assigned.

MINIMUM QUALIFICATIONS
Education and Experience
Bachelor’s degree in management information systems, business administration, or related field and two years of progressive HRIS experience implementing and supporting complex HR systems is required. Additional education or experience may substitute for the recruiting requirements.

Licenses or Certifications
A valid Washington State driver’s license or the ability to otherwise meet the travel requirements of the position is required.

OTHER JOB REQUIREMENTS
Prior to being hired in any county department in which compliance with the US Department of Justice CJIS security policy is mandated, a candidate must successfully complete the required background investigation, which may include fingerprinting, physical examination, behavioral assessment, and polygraph. Thereafter, employers must continue to meet CJIS standards and requirements.

Must meet travel requirements and authorize and complete a background check prior to employment.

Work a flexible schedule, which may include evenings, weekends, holidays, and overtime.

PREFERRED QUALIFICATIONS
Experience in Workday HCM and/or other human resource information systems preferred.

SUPERVISION
This position does not supervise but may lead other Human Resources Computer System Business Analyst.

COMPETENCIES
Knowledge of:
• Human resources business functions, information systems terminology, information needs, and workflow.
• Windows operating systems, common software applications, and database design.
• Analyzing HRIS and HR performance metrics.
• E-Mail systems and Internet.
• Testing methodologies
• Computer networking.
Software Development Lifecycle.

Skill in:
- Working with a variety of individuals from diverse backgrounds.
- Effective project management.
- Identifying business workflow needs.
- Troubleshooting and investigating software problems and providing solutions.
- Testing new and modified applications.
- Designing and presenting forms and reports.
- Developing interactive web pages.
- Common business analysis practices, documents, and diagrams.

Ability to:
- Plan, coordinate, and implement information technology projects.
- Learn and troubleshoot internal software applications.
- Create/maintain training materials.
- Work independently and as part of a team.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

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.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties. Lifting requirement of 40 lbs.