GENERAL PURPOSE
Under general direction administers and maintains the Human Resources Management System (HRMS); Plans and facilitates HR systems projects; Writes and maintains documentation and procedures; provides technical assistance to users; Prepares programs and applications to support research, administrative activities, and decision making within the college. Conducts research and analysis for the purpose of collective bargaining.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Designs, configures, develops and tests HRMS.
2. Supports and maintains Human Resources modules.
3. Plans and facilitates systems projects.
4. Writes and maintains user documentation and procedures.
5. Provides technical assistance to users.
6. Prepares programs and applications to support research and administrative activities.
7. Develops systems scope and objectives to meet user needs.
8. Writes, tests, implements, modifies and maintains complex computer programs.
9. Researches, audits, analyzes, summarizes, and transforms data into useful information in support of research and decisions making activities.
10. Trains staff in use of systems through on the job direction and guidance, review and correction of work.
11. Develops and calculates salary tables.
12. Modifies or directs updating of employee records.
13. Develops programs to enhance the performance of the system and improve reporting requirements.

14. Redesigns or modifies existing systems and programs to achieve greater efficiency or to correct logic and procedural deficiencies.

15. Communicates with ACIT personnel regarding hardware malfunctions, report generation, problem resolution and program development, revision and implementation.

16. Develops comprehensive testing procedures to assure that system software functions efficiently and accurately.

17. Establishes controls and methods to assure accuracy, security and compliance with established procedures; develops system security measures to prevent unauthorized access to the computer system and data bases.

18. Communicates with vendors and District personnel to exchange technical information, schedules installations and user training and monitors the availability of system software.

19. Evaluates and makes recommendations regarding the selection, scheduling and installation of personal computers and related equipment.

20. Prepares a variety of complex reports, records, documentation, specifications and other materials related to the computer software system.

21. Operates a variety of personal computers and related equipment including printers, networks and related equipment.

22. Implements, interprets, and researches legislation, policies and employee contracts pertaining to Personnel/Payroll, retirement reporting, and collective bargaining.

23. Completes special assignments such as compiling financial and statistical data for the purpose of collective bargaining.

24. Inputs and sets up the District HR/Financials. Assists with financial reconciliations.

25. Devises and maintains forms, systems for Personnel transactions, salaries and record-keeping.

26. Assists and trains staff in the use and installation of personal computers; plans, organizes and directs others involved in Personnel/Payroll.

27. Performs other duties as assigned.
OTHER DUTIES

1. Using reporting tools, analyzes, designs and writes specialized queries and custom reports to generate required data and reports on a periodic or ad hoc basis.

2. Provides systems support as required; publishes business process documentation to departmental websites, including content management applications; delegates systems support duties to functional users as needed.

3. May carry out assigned functional processes within a department as assigned.

QUALIFICATIONS

Knowledge of:

1. Applicable laws, codes, and regulations.

2. PeopleSoft HRMS system relational databases.

3. Human Resources management systems needs and applications.

4. Analysis and formulation of new computer programs and systems.

5. Software and hardware implementation approaches.


7. Operation of a variety of computers and related equipment.

8. Principles and practices of providing technical assistance, training and work direction.

9. Oral and written communication skills.

10. Correct English usage, grammar, spelling, punctuation and vocabulary.

11. Interpersonal skills using tact, patience and courtesy.

12. Applicable sections of State Education Code and other applicable laws.

13. District organization, operations, policies and objectives.


15. Technical aspects of field of specialty.

Ability to:

1. Evaluate computer hardware and support software and make appropriate recommendations.

2. Diagnose and correct deficiencies in computer systems and programs in Human Resources operations.

3. Develop, input and update technical data related to assigned functional areas.

4. Read, interpret, apply and explain rules, regulations, policies and procedures.
5. Prepare clear and logical reports, proposals and other written materials.
6. Operate a variety of computers and peripheral equipment.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Meet schedules and time lines.
10. Train and provide work direction to others; assign and review the work
11. Apply principles and techniques of programming to specific user problems.
12. Read, understand and explain technical materials and policies.
13. Work independently with minimal direction.

**Education, Training and Experience:**

Any combination equivalent to: an Associate degree in computer science, information systems or related field and two years experience in the operation of a variety of computers.

**Licenses, Certificates, Special Requirements:**

A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with managers, power and other users, consultants, vendors and others encountered in the course of work.
WORK ENVIRONMENT

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

The employee works under typical office conditions, and the noise level is usually quiet.

Revised: August 21, 1991; August 10, 1999; July 1, 2002; August 10, 2007