

# HRIS ADMINISTRATOR

## SAMPLE - Position Overview

The Human Resource Information Systems Administrator provides support of the HR system within Human Resources, to include and not limited to: analytical and statistical reports, project management, system integrity and management reports.

- Reports to: Training and Recruitment Manager
- Coordinates with: Employees in Personnel, Benefits, Payroll, Leave of Absence, and IS Department as needed

## Essential Job Functions

- Must be able to carry out duties with a high degree of accuracy, efficiency and confidentiality.
- Perform mass updates to data within HRIS for annual wage increases, job code changes, benefit rate changes, etc.
- Trouble-shoot and conduct regular quality checks to ensure integrity and ongoing accuracy within HRIS.
- Develop and deliver custom reports that identify business trends and other specific information as needed by managers and other clients.
- Develop custom systems and processes to improve the service level and overall efficiency within the Human Resources Department.
- Produce individualized employee documents, pulling data from multiple sources, using MS Access for Open Enrollment, Benefits Confirmations, ESOP summaries, holiday letters, etc.
- Ability to learn new technologies very quickly and resolve any problems involved in integrating new technologies.
- Possess the skills, or within ninety (90) days of hire, acquire the skills necessary to effectively use the following programs: Visual Basic, SQL, AS/400, MS Access, MS Office and Infinium.
- Work as a “team” with management and other Bi-Mart employees who need services and/or cooperation from the HRIS Administrator.
- Interact in a positive and friendly manner with customers and coworkers and consistently provide exceptional customer service.
- Work safely and efficiently in performing job functions.

## Physical Requirements

*Occasionally* = up to 1/3 shift

*Frequently* = up to 2/3 shift

*Continuously* = throughout shift

- Standing: Occasionally in combination with walking.
- Sitting: 90% of the time.
- Walking: Occasionally in combination with standing.
- Carry/Lift: Occasionally and independently work with 0-30 pounds depending on product and materials.
- Worker Mobility: Can change positions occasionally throughout the shift.
- Pushing/Pulling: Occasionally and independently push/pull cases of paper, file boxes, etc. with/without the use of a handcart.
- Bending/squatting: Occasionally throughout the shift while retrieving files, printed documents, etc.
- Reaching/Handling: Use of fingers/hands/arms continuously throughout shift.
- Grasping/Squeezing: Occasionally to fill printers/copies with paper, change printer cartridges, etc
- Twisting: Occasionally throughout the shift.
- Climbing: Occasionally climb ladders to reach higher shelf areas. Frequently climb stairs to reach other areas.
- Crawling: Occasionally

### **Social Skill Requirements**

- Ability to positively interact with others.
- Ability to communicate well orally and in writing using the English language.

### **Aptitude Requirements**

- Workers must be able to read and write English legibly.
- Must be able to perform basic and advanced math functions.
- Must have ability to analyze, reason, and make decisions.
- Must be able to learn and retain new skills.

### **Environmental Factors**

- Most work is performed in the business office.

This position summary covers most of the duties performed, however, other duties and responsibilities not listed may be assigned at the discretion of management.

**After reviewing this position summary, can you perform all of the functions listed?**   ☐ **Yes**   ☐ **No**

If no to the above, please identify any functions that you are unable to perform:

I verify that I have thoroughly reviewed the position summary for HRIS Administrator and that I understand the job requirements and essential job functions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_