

**JULY 2023**  
**FLSA: EXEMPT**  
**SALARY GRADE: S**  
**CBA DESIGNATION: CLASSIFIED CONFIDENTIAL**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**HRIS ANALYST**

**BASIC FUNCTION:**

Under the direction of the Director, Total Rewards and Human Resources Information Systems (HRIS), provides technical support in the development, implementation, maintenance, and enhancement of Human Resources & Employee Relations (HRER) technical solutions; develops custom reports, maintains system codes, troubleshoots issues, and tests software updates; performs business process analysis of day-to-day and recurring operations and serves as a technical lead in designing and communicating enhancements and fixes; and serves as project manager and business analyst on HRER software and system implementation projects, including determining system requirements and capabilities from end users and vendors, system configuration and testing, documentation materials, and end-user training.

**PROVIDES WORK OR LEAD DIRECTION TO:** May exercise technical and functional direction over assigned staff.

**REPRESENTATIVE DUTIES:**

1. Serves as lead analyst within HRER to identify processes and procedures which may be made more effective and/or efficient through redesign, modification, and/or through the use of technology; may identify and assist with implementation of new systems or processes which will also achieve increased effectiveness; serves as a department and District resource for quality improvements both within HRIS solutions and in general HRER processes and procedures.
2. Serves as a liaison and coordinates activities between HRER and the Information Technology & Learning Services (ITLS) department, vendors, and internal and external clients; reviews impending business issues that may impact the HRIS and provides management with an assessment of the impact.
3. Assesses current HRER system needs and identifies viable approaches and solutions within the constraints of the District; utilizing District processes and policies, coordinates the selection of the most competitive vendor and HRER systems to be developed and/or implemented.
4. Provides system administration support and maintenance for all HRER systems; confers with ITLS to maintain and implement systems, and troubleshoot and correct problems; performs changes to HRIS code tables, checks for invalid codes, and corrects and documents any anomalies.
5. Promotes positive approaches to HRIS to solve business needs/problems, and utilizes subject matter expertise to encourage understanding, creation, and acceptance of technology-based solutions; confers with HRER team members, clients and stakeholders, and others as appropriate.
6. Generates reports related to HRER to include Public Records Act requests, reports required by the Chancellor's office and other state and/or federal agencies, and others as requested by HRER management.
7. Assists in the development and interpretation of bargaining unit contract language; assists with grievance responses, responds to questions and concerns from bargaining representatives, and tracks past practices; may be assigned to the District's negotiation team for all labor represented groups
8. Coordinates support activities and services for successful completion of projects; monitor the completion of project phases; identifies and resolves issues delaying progress or delivery of products and services.

9. Reviews and evaluates project plans, design documents, and other technical documents and sets schedules as needed to successfully initiate and accomplish HRER system projects.
10. Assists in the coordination of timely and appropriate communication and/or training sessions of new and updated applications, reports, and information distributed by HRER.
11. May assist in the design and development of content for Human Resources unit web pages and other approved and appropriate social media outlets.
12. Serves on committees pertaining to HRIS, reporting, and other relevant topics.
13. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the assigned supervisor, and makes recommendations to update systems in order to help maintain an efficient operation.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices, and techniques of human resources and employee relations HRIS applications and software.
2. Human resources and employee relations regulations, practices, and requirements.
3. The development and integration of web-based applications, linkages, and on-line database systems.
4. Business analysis approaches and techniques to maximize quality and streamline current processes and procedures.
5. Design, development and implementation of an integrated human resources management information system, system applications and limitations, and other related areas.
6. Techniques, procedures, and/or coding languages to query, clean, and process system data for business analysis, report request, or collective bargaining purposes.
7. Recent and on-going developments, current literature, and sources of information related to the operations of the assigned area.
8. Record-keeping principles and procedures.
9. Related practices, methods, and computer equipment and applications.

### **Ability to:**

1. Initiate and prioritize complex, multidisciplinary efforts.
2. Communicate with technical and non-technical users.
3. Organize assigned tasks and make adjustment in priorities as needed while maintaining a high level of customer service.
4. Demonstrate organizational skills and initiative to improve processes.
5. Perform a variety of HRIS systems analyses.
6. Interpret, explain, and ensure compliance with District policies and procedures, collective bargaining agreements, and local laws, regulatory codes, regulations, and ordinances relevant to assigned area of responsibility.
7. Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
8. Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
9. Maintain accurate files and records.
10. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
11. Operate office equipment including computer equipment and specialized software applications.
12. Understand scope of authority in making independent decisions.

13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic disability, and ethnic backgrounds of students, staff, and the community.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:** a bachelor's degree from an accredited college or university with a major in human resources, computer science, or a closely related field and three (3) years of full-time experience in the assessment, development, and successful implementation of an integrated human resources management information system; or an equivalent combination of education, training, and/or experience.

**LICENSES AND CERTIFICATIONS:**

Possession of a valid driver's license and possession of and ability to maintain an insurable driving record acceptable to the District's insurance carrier.

Professional HR Certification (e.g. SHRM-CP, SHRM SCP, PHR, or SPHR) is desired.

**CONTACTS:** District personnel, vendors, students, and members of the public/community.

**PHYSICAL DEMANDS:** Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Will require travel.

The functions of this classification must be performed by the incumbent with or without reasonable accommodations.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a), classified professionals and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.