San Diego Community College District
CLASSIFICATION DESCRIPTION

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Job Code:	D1765
Original Date:	12/2010
Last Revision:	07/2024
Staff Type:	Classified
FLSA status:	Exempt
Salary Range:	04

Title: **Human Resources Systems Analyst**

Unit: **Supervisory and Professional**

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DEFINITION.

Under the general direction of the Vice Chancellor, Human Resources, or designee, use independent judgment to coordinate, process, develop, complete, and manage complex or technology related Human Resources (HR) systems and software projects, performing specialized analysis and studies to provide guidance and advice to various levels of District employees to integrate or modify HR systems, technology, and business processes to solve business needs/problems and to enhance operational efficiency. Provide supervision and work direction to assigned personnel.

EXAMPLE OF DUTIES

1. Coordinate the development, modification, implementation, and/or integration of new software processing and ongoing maintenance of the various software applications used in and by Human Resources including MIS, payroll, personnel records, salary/compensation, benefits, applicant tracking, departmental web-sites and web applications.

2. Implement, maintain and monitor data systems on a departmental platform; coordinate prioritization; schedule data, sub-system and system modifications and new projects that will provide for integration of system activity as necessary; plan, organize and define project scope for phases of implementation, systems, staffing and operational requirements; determine methods, end objectives, project schedules and priorities; coordinate project activities with other stakeholders; coordinate, supervise and participate in system design, including business specifications.

3. Develop detailed specifications for upgrades and/or modifications for HR Systems. Develop, run and/or coordinate testing processes for new modifications/fixes. Direct cross-functional work teams to implement business process changes and system implementation. Manage project schedules, tasks and assignments. Coordinate project workflow, identify assignments, track progress and ensure completion. Delegate tasks to support staff as appropriate. Prepare and maintain records and reports.

4. Initiate and coordinate operational and system improvements to increase ease of use and accuracy of information and reporting requirements. Document or assist in documenting HR system and department business processes; develop and maintain a library of documentation and resource materials.

5. Coordinate and direct plans to analyze, design, and modify the Human Resources administrative computing system operation and performance. Plan, organize and coordinate the ongoing HRIS modifications for improved efficiency and performance. Direct the testing and maintenance of HR MIS, table/file updates and corrections. Identify issues and coordinate resolution relating to implementation, operations, policies and procedures.

6. Train, develop, supervise and evaluate assigned personnel; recommend disciplinary action as necessary; provide for technical direction and guidance; make employment, termination, transfer or promotional recommendations.

7. Serve as a technical advisor, coordinator and/or liaison for the selection, acquisition, delivery and implementation of computer software and hardware for the HR departmental systems and web applications. Provide technical support to staff, outside vendors, contractors and agencies as necessary. Serve as department's liaison to District's computing services.

8. Provide technical leadership and analytical support to departments, committees, and administrators, including support for district bargaining preparation. Participate on and provide technical assistant to District committees. Serve as liaison with outside agencies and other districts on assigned projects.

9. Identify local, State and national trends in human resources administration; develop and recommend new and revised rules, regulations, procedures and policies, systems and best practices.

10. Develop and implement special projects as assigned; coordinate with other District departments and programs. Report progress of implementation and modifications relating to priorities, benchmarks and timelines.

11. Represent the District at a variety of meetings.

12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
Basic database principles.
District organization, operations, policies and objectives.
Effective reading, writing, and oral communication.
English usage, grammar, spelling, punctuation and vocabulary.
Mainframe and personal computer system in a human resources setting.
Modern office practices, procedures and equipment and record-keeping techniques.
Motivational and people coordination skills.
Oral and written communicate skills.
Practices and techniques of HR MIS for California Community Colleges.
Principles and practices of supervision and training.
Principles, practices, and terminology used in Human Resources functions and Systems.
Project management.
Relevant and applicable federal and State legislation and District rules, regulations and policies.
Research methodology, statistical analysis, report preparation and presentation.
Spreadsheet and word-processing software and its integration.
System design analysis and programming.
Technical writing.

Skills and Abilities:
Administer District HR MIS.
Analyze and evaluate systems operations and make recommendations in operations, systems, procedures, policies and methods.
Analyze data and information and reason logically.
Communicate effectively both orally and in writing.
Conduct regular meeting, and communicate effectively both orally and in writing.
Coordinate assigned technical personnel functions with other human resources activities such as employment, benefits, classification, compensation, workers' compensation and Diversity and EEO Compliance.
Design, develop, test, install, and train users of RDBMS and other PC tools, systems, sub-systems and applications.
Determine and develop solutions and make logical recommendations or take appropriate action.
Develop and manage complex projects using cross-functional teams.
Develop operating plans for systems operations.
Establish and maintain effective interpersonal relations with staff, union personnel and employees.
Lead, train, direct, and coordinate personnel.
Maintain records and prepare reports.
Meet schedules and timelines.

Plan and administer all HR systems and business processes.
Prepare written reports and maintain audit trails.
Provide unit and system testing.
Train, supervise and evaluate assigned staff.
Use District Human Resources Systems.
Use mainframe and personal computer.
Use modern office computer applications.
Work independently with little direction.

Training and Experience:
Any combination of training and experience equivalent to: Bachelor's degree in business administration, public administration, personnel/HR administration or related field, and five years demonstrated experience in management of HR systems including four years of progressively responsible systems experience involving systems development and information systems audit methodologies. Operational experience in the specific area of the systems software is desirable. Demonstrated ability to effectively lead and motivate cross-functional project teams. Strong project management skills with experience in organizing, planning and executing large scale projects from development to delivery.

License:
Valid California driver's license.

WORKING CONDITIONS.

Physical Requirements:
Category III

Environment:
Favorable, usually involves an office.