



Job Description – Human Resource Information System (HRIS) Manager

Company	The Tatitlek Corporation (TTC)
Job Title:	Human Resource Information System (HRIS) Manager
Benefits Group:	Corporate
Position Type:	Full-time
Pay Range:	DOE
Reports To:	Human Resources Director
FLSA Status:	Exempt
EEO Designation:	First/Mid-Level Officials & Managers
Location:	Anchorage, AK

Job specifications are intended to present a descriptive list of the range of duties performed by employees. Specifications are not intended to reflect all duties performed within the job.

Summary:

The Human Resource Information System (HRIS) Manager is responsible for managing and overseeing the corporation's Human Resources Information System. Will work closely with members of the Information Technology team to ensure that the HR data is captured accurately and integrity is maintained. Will directly oversee the activities of the HRIS Specialist and HR Assistant.

Essential Duties and Responsibilities:

- Oversee department functions of the Human Resources Information System (HRIS).
- Provide support for HRIS including, but not limited to, researching and resolving HRIS problems, unexpected results or process flaws; perform scheduled activities; recommend solutions or alternate methods to meet requirements.
- Write, maintain and support a variety of reports or queries utilizing appropriate reporting tools; develop and administer standard reports, i.e. statistical reports for the AAP annual update.
- Help maintain data integrity in systems by running queries and analyzing data.
- Manage and design the mapping of all HRIS tables to ensure accurate data capture that promotes prudent compliance and enables comprehensive reporting.
- Review Personnel Action Forms (PAF) and Service Request Forms (SRF) to ensure proper HRIS data entry functions are available (job codes/supervisory authorities).
- Ensure accurate documentation process manuals are designed and updated for all HRIS processes.
- Develop user friendly procedures, guidelines and documentation.
- Train staff and new system users on new processes/functionality.
- Assist in the review, testing and implementation of HRMS system upgrades or patches.
- Collaborate with IT staff to coordinate application of upgrade or fix.
- Collaborate with other HRMS users (Payroll, Accounting, Projects, etc.) to ensure integrity of the HRIS.
- Advise management on organizational policy matters related to the HRIS.

- Maintain a thorough understanding of employment regulations, industry trends, current practices, new developments, applicable laws, and employment legislation pertaining to all personnel matters, and various federal requirements.
- In collaboration with the HR department, plan, develop, organize, implement and evaluate the organization's human resources functions and annual goals.

Non – Essential Duties:

- Provide general Human Resources related assistance as requested.
- Occasional travel may be required.
- Other duties as assigned.

Qualifications - Experience, Education and Licensure:

Required:

- High School diploma/GED or equivalent.
- Five (5) years of Human Resources Information System (HRIS) administration.
- Five (5) years experience in Human Resources related field.
- Previous experience utilizing an applicant tracking system (i.e. Open Hire, Taleo).
- Experience in creating and running reports as needed from HRIS to provide a variety of statistical information.
- Previous supervisory experience.
- Thorough knowledge of MS Excel, Word and PowerPoint and report writing applications.

Preferred:

- Bachelor's degree in human resources, computer science or related field.
- Systems implementation experience.
- Certification as a PHR or SPHR or the ability to obtain certification within one year of hire.

Knowledge, Skills and Abilities:

- Effective organizational and interpersonal skills including written and verbal communication skills.
- Previous exposure to project-related activities through active participation in system-related projects.
- Must be able to effectively train others.
- Must be able to use logic and reasoning to identify strengths and weaknesses of alternative solutions, and provide conclusions or approaches to the job.
- Must be able to interpret complex documents and formulate an opinion.
- The ability to apply general rules to specific problems to produce a solution that will work for all employees.
- Must be able to discover and see problems that may arise in the corporation or between personnel.
- Must have the ability to listen and understand employee concerns and formulate a decision to resolve the issues.

Physical Capabilities:

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance, depth perception, and the ability to adjust focus.

Work Environment:

Work Environment characteristics described here are representative of those that must be borne 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.

Job is performed in an office setting with exposure to computer screens and requires regular use of a computer, keyboard, mouse and multi-line telephone system. The noise level in the work environment is usually moderate.

Supervisory Responsibilities:

- HRIS Specialist and HR Assistant

Additional Qualifications:

As a condition of employment, must pass a pre-employment drug screening, as well as have acceptable reference and background check results.

Native preference applies pursuant PL93-638. The Tatitlek Corporation is an Equal Opportunity/Affirmative Action Employer/Minority/Female/Disabled/Veteran.

Employee (Print) Date

Supervisor Signature

Employee Signature Date