



## CLASS TITLE | HRIS ADMINISTRATOR

PAY GRADE: EX-40| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 3004

Effective Date : 06/28/2023

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for a specific HRIS system including its administration and support involving system coordination, process analysis, and implementation and performs other related assigned duties.

### ESSENTIAL TASKS:

- Serves as the subject matter expert for a specific HRIS system such as time and attendance or Munis while being able to function as an administrator in any HRIS system
- Evaluates, recommends, and coordinates implementation of functional modifications and/or enhancements to processes and assists in the development of new processes that impact business requirements of the assigned HRIS system
- Performs maintenance processes and testing to ensure system accuracy and functionality including data collection devices
- Works closely with other City personnel to maintain, manage, and monitor the interaction of systems critical to the operation of the assigned HRIS system, ensuring that interfaces, infrastructure, configuration and performance systems are working properly
- Works with Enterprise System Manager to coordinate service pack installations, system upgrades and implementation of new functionality
- Works with Enterprise System Manager to manage HRIS related vendor relationships including license monitoring, account, services and support management
- Maintains system configuration in conformity with policy and procedures established by the Human Resources Department
- Prepares and analyzes a variety of reports as needed and maintains documentation relating to system data ensuring adherence to business practices
- Maintains current best practices, solutions and technologies of HRIS systems
- Provides back up support for the maintenance and administration of other HRIS systems as assigned including undergoing cross-training
- Develops and maintains detailed documentation of procedures and processes of the role for the purpose of preparing back up support and training
- Functions as project manager for HRIS upgrades and projects
- Trains new users
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university; **and**,
- (b) Four (4) years' experience in HRIS administration, system analysis, payroll/human resources or a field relevant to the essential tasks listed in this job description

### Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of automated Human Resources Information Systems and modules
- Considerable knowledge of the modern principles, trends and practices of governmental accounting and finance with emphasis on payroll rules and guidelines in some positions
- Principles and practices of public administration and maintenance of public records
- Configuration and testing of software.



## CLASS TITLE | HRIS ADMINISTRATOR

PAY GRADE: EX-40 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 3004

Effective Date : 06/28/2023

---

### Ability to:

- Lead, facilitate and organize with interpersonal and motivational skills
- Coordinate, implement and demonstrate competence utilizing various support mechanisms to maintain system functionality and improve processes
- Interface effectively with employees at all levels of the organization, including executives, elected officials and the public
- Lead system projects of varying complexity with tight deadlines, closing projects on time and within budget
- Analyze complex issues and formulate sound concepts
- Work independently and to recognize, analyze and solve complex business and/or organizational challenges
- Demonstrate excellent verbal and written communication skills
- To understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, sitting, reaching bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

### Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license

**WORKING ENVIRONMENT:** Working environment is primarily in an office setting and may require some travel to various City locations.

**EEO Code: E-01**

**Group: Fiscal**

**Series: Financial Management**