Auburn University Job Description

Job Title: **Dir, HRIS**
Job Code: **EB07**
FLSA status: Exempt

Job Family: No Family
Grade 38: $78,900 - $131,600

Job Summary

Serves as primary information technology resource for Human Resources and directs the records section of Human Resources.

Essential Functions

1. Troubleshoots and maintains Human Resources related information systems such as Applicant tracking, Learning Management system, Human Resource Management system, and compensation software.

2. Develops database reports from various files and systems to include performance metrics and assessments.

3. Collaborates with Information Technology, Information Systems Support, Payroll, and other Information Systems users concerning human resources related issues.

4. Compiles, edits, and writes articles for monthly Human Resources newsletter and updates the Human Resources website.

5. Provides information to employees concerning and maintains repository of Human Resources related policies and procedures.

6. Advises employees and supervisors about regulations of the Fair Labor Standards Act and related time and attendance issues.

7. Manages and maintains computer workstations and related equipment.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology, Computer Science or related field
Experience (yrs.)	7	Experience in human resources related information systems and record management

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of Human Resource legislation as it relates to the Family and Medical Leave Act, the Fair Labor Standards Act, and various software packages needed for data management.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012