Auburn University Job Description

Job Title: **Assoc Dir, HR Information**

Grade HR13 $77,000 - $138,600

Job Code: **EB61**

FLSA status: Exempt

Job Family: Human Resources

Job Function: HR Operations

Job Summary

Reporting to the Dir, HR Administration, this position is accountable for maintaining the integrity of and accessibility to the university's human resource information. This position functions as primary analyst, administrator, project manager, and facilitator for Human Resources (HR) technology and software applications, supporting all HR functions including: Compensation & Classification, HR Development, Employment, Campus Relations, Benefits, Payroll, Records, and the Office of the AVP, Human Resources. Employee information is fundamental to the efficient and effective operations of all HR functions and the services they provide to the campus community in support of the university's strategic talent goals and legal compliance obligations. This position has shared accountability with key leaders in Business and Finance and the Office of Information Technology, while working closely with other analysts and systems specialists to maintain human resources data integrity and access for all employee information, as well as, the effective, timely, and accurate data integration with the university's enterprise HR system and various HR outsourced vendors.

Essential Functions

1. Maintains HR information integrity and accessibility. Functions as primary analyst, monitor, project manager, and facilitator for the Human Resources role in technology and software applications, supporting the various Human Resources functions including -- Compensation and Classification, HR Development, Employee Relations, Benefits, Payroll, Records, and Office of the AVP, Human Resources. Identifies new human resource information systems opportunities with the ability to understand the general capabilities and limitations of the current computing systems environment.

2. Makes recommendations regarding hardware and software acquisitions. Supports that planning, design, and implementation of all new HR information system installations and integrations. Coordinates the interaction with internal departments in the areas of procurement and resource assignment. Facilitates necessary internal and external meetings and prepares necessary status reports to ensure project tasks are being completed in a timely fashion.

3. Working collaboratively with HR process stakeholders, other analysts and systems specialists from Business and Finance, and the Office of Information Technology, performs routine data audits and modifies and maintains systems to assure Human Resources information data integrity, and the effective, timely, and accurate data integration with the university's enterprise system and the various outsourced providers.

4. Acts as primary HR contact with internal technology resources and third party vendors and applications. Ensures that proper resources are in place to provide effective and quality installation and support. HR systems may include: Position Management, Market Pay & Structure, Job Evaluation, Applicant Tracking, New Employee On-boarding, Performance Management, Employee Relations Case Management, Learning Management, and various other learning and work flow management applications.

5. Collaborates with all HR functional units; develops reports , assesses systems and information user training needs, works with HR Development in the content and methods for training systems users, both internal or external to HR, in the effective use of specific applications. Provides individual and/or group instruction and training to staff on HR information software application technologies as needed.

6. Monitors and reports on technology support for various compliance activities and performs related

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  work as required. Serves on the HR Priorities information technology workgroup, assigning appropriate priorities among all active requests.

7. As Subject Matter Expert (SME), identifies and facilitates the continuous improvement of HR information systems, processes, and work flows; recommending enhancements/modifications as needed to maintain optimum functional utilization and integration of HR systems across all functions. This includes the facilitation and assessment for the improvement of HR management processes and recommends enhancements/modifications as appropriate. Participates in u-wide business process improvement/implementation teams as needed.

8. Assists with the planning, design, research and acquisition of new or upgraded HR information software systems; maintains current knowledge of software and technology trends and recommends modifications as necessary.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	Bachelor's Degree	Degree in Information Systems, Computer Engineering, Computer Science, Business, Human Resources, or relevant.
Experience (yrs.)	6	Experience in an HRIS role within a large complex employer. Experience should include business systems and process analyses supporting a variety of human resources functions. Must have demonstrated experience in change-oriented project development and facilitation; using enterprise systems as well as HR-specific applications -- may include applicant tracking, position management, performance management, learning management, and/or other similar HR functional applications.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Fully knowledgeable of enterprises systems configurations and workflow, and the integration/two-way interface of data files with outsourced applications used in the Human Resources functional space. Applies standard analysis principles in the assessment of HR business needs and the functional capabilities/opportunities supporting those HR functional needs. Demonstrated success in data analysis and report writing, utilizing current report writing applications/methodologies.

Advanced understanding of human resources business environment of a large complex employer with basic understanding of the university's system, its policies and operating procedures.

Intermediate knowledge of business systems analysis and current technological developments/trends.

Intermediate knowledge of agile methodologies with a detailed focus on deployment, integration, sustainable monitoring and maintenance.

Advanced ability to analyze, organize and prioritize work while meeting multiple deadlines.

Certification or Licensure Requirements

One of the following certifications to be completed within the first year of employment: Human Resources Information Professional (HRIP), Certified Project Management Professional (PMP)-PMI, Professional in Human Resources (PHR)-HRCI, SHRM-CP, or Human Resources related certification.

Pre-Employment Screening Requirements

None Required.

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Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, .

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

Date: 5/19/23