

Building Service 32BJ Benefit Funds Job Description Posting Health Fund

Job Title: HRIS Analyst
Grade: 9
Department: Human Resources
Reports To: Director of Human Resources & Organizational Development
FLSA Status: Exempt
Posted: March 3, 2020

Summary: This role will be responsible for the system maintenance, day-to-day support, as well as reporting, analytics, and data quality. The HRIS Analyst supports the Director of Human Resources and Organizational Development and ensures data integrity for the HR systems, including but not limited to ADP Workforce Now, ADP Essential Time & Attendance, ADP Talent (ATS) and ADP Payroll. This role is also responsible for documentation of system processes and procedures and assist in the training of end-users across the organization

Key responsibilities include, but are not limited to:

Data Management:

- Maintain and update day-to-day changes to all Human Resources systems and vendor services as needed which include but are not limited to onboarding new employees, compensation and promotion changes, separation pay, self-service and benefit modules, 401(K), pension, life insurance and vendor reports for analysis and payments, etc.;
- Collaborates with Payroll to ensure accuracy and timely submission of employee transactions;
- In collaboration with the Director of Human Resources and Organizational Development, work with the HR team to refine the employee data collection and management processes, ensure historical and current data is accurate, and key data needs are met;
- Quality check, clean, manipulate, and merge data in preparation for key stakeholder reporting, analyses and vendor payments for various benefits;
- Develop and maintain Human Resource dashboards and various analytics; and
- Complete standard report and audit requests.

Training and Documentation:

- Provide user instruction and guidance to key administrators and staff;
- Develop instructional guides for key administrators and staff; and
- Document system processes and procedures.

Security and Reporting

- Lead user system access and maintenance of ADP system; and
- Configure data workflow including access permissions, work groups, approval paths, business rules, and activity configuration.

System Maintenance:

- Liaise with ADP Account Representative and maintain system integrity by conducting routine audits of assigned modules/systems;
- Analyze, identify and correct technical problems and deficiencies;
- Maintain quality and consistency of employee database;
- Serve as the ADP HRIS expert and keep up to date with system upgrades and notify appropriate users accordingly; and
- Keep abreast of new HRIS products, changes in technology and services.

Requirements

- Bachelor's degree in HR, IT Systems or related preferred;
- 3 Years' experience with ADP Workforce Now, including system configuration, reporting, etc.;
- 5 years working knowledge of HR processes and policies (e.g. compensation, benefits, onboarding, payroll, time and attendance, etc.);
- Advanced Excel and analytical skills preferred i.e. large data sets, pivot tables and reporting, v-lookups and advanced formulas;
- Qlikview reporting and analysis a plus;
- Excellent organization, time-management and follow-up skills;
- Excellent communication skills, written and oral;
- Excellent relationship management skills;
- Proven ability to be proactive;
- Proven adaptability and perform successfully in a dynamic, fast paced, change and entrepreneurial environment; and
- Driven to improve and open to feedback.

Language Skills: Speak, read, write and understand English.

Reasoning Ability: High

Certificates, Licenses, Registrations: None

Physical Demands: 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 to perform the essential functions.

- Under 1/3 of the time: Standing, Walking, Climbing or Balancing, Stooping, Kneeling, Crouching, or Crawling
- 1/2 to 2/3 of the time: Sitting, Reaching with Hands & Arms
- Over 2/3 of the time: Talking or Hearing
- 100% of the time: Using Hands

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidates may submit their cover letter and resume to jobpostings@32bjfunds.com prior to closing date. Only those candidates under consideration will be contacted. No phone calls please.