



Administration Building
5225 West Vliet Street
Milwaukee, WI 53201-2181
P. O. Box 2181
Area 414: 475-8205

OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Analyst III, HRIS</i>	Last Revised/Approved: <i>05/24/2017</i>
Job Code:	Reports To: <i>Sr. Director, Benefits and Compensation</i>
Office: <i>Office of Human Resources</i>	Department: <i>Benefits and Compensation</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>
Civil Service: <i>Yes</i>	Probation: <i>1 year</i>

Position Summary/Purpose:

Performs and assists in various administrative functions for the Office of Human Resources, to include the Human Resource Information System (HRIS), Pension and Absence Management.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Participates in the development and support of various administrative functions for the Office of Human Resources (OHR) and HR information systems.
- Assists in the developing and testing of new HR initiatives in HRIS including implementation, updates, fixes and upgrades.
- Administers the Milwaukee Public Schools' 403(b)/457 Plan plans in conjunction with the third party vendors. Provides updates and validations to different vendors through interfaces and communications.
- Administers the Absence Management module in PeopleSoft, including setup change and support.
- Supports Pension, 403(b)/457 Plans and Absence Management functions.
- Conducts HR analytics. Responds to all internal and external data requests and analysis.
- Assists in the processing and monitoring of HR payroll-related functions as they pertain to the PeopleSoft HRMS system, including Pension, 403(b)/457 Plans and Absence Management.
- Responsible for computerized enrollment, benefit and payroll reporting interfaces with outside pension systems, actuaries and trustees and the maintenance of the HRIS System/Pension Management Information System benefit tables.

- Maintains files of pension plan history, pension data, correspondence, reports and forms. Initiates record keeping and data retrieval methods in compliance with pension plan provisions and statutory requirements.
- Creates reports and queries for HR functions in HRIS and runs processes to interface files to support the benefit and pension functions.
- Prepares and maintains documentation (including training) of HRIS functional processes.
- Assists in creating and maintaining interface files. Resolves errors/problems.
- Serves as a liaison between the Technology Department and the HR department to support upgrades, create interfaces and maintain the HRIS database.
- Configures HRIS tables in support of HR policy changes and completes research to resolve issues with the database.
- Supports testing of HRIS during tax updates and upgrades to support HR administration.
- Troubleshoots system glitches, errors and processing issues as they arise.
- Monitors the HRIS system for data integrity and updates testing, Modifies HRIS to be in compliance with Federal laws and regulations. Prepares metrics and measurement reports to HR and leadership as directed.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a bachelor's degree in Human Resources or Information System or a related field, a master's degree is preferred.
 - (a combination of education and experience may be considered)
- Human Resources certification is desired: CEBS, CBP, PHR or SPHR.

Experience Requirements:

- Three years of experience in human resources, and/or a background in health, dental, life insurance, 403(b) and pension plans administration is required.
- Two or more years of strong working knowledge of HRIS is required, PeopleSoft is preferred.

Knowledge, Skills and Abilities:

- Outstanding oral and written communications skills and presentation skills are essential.
- The ability to make clear, persuasive presentations.
- Experience in the implementation and use of HRIS technology and automated systems for streamlining business processes is required.
- Must be capable and comfortable working with a diverse population.
- Must be able to compile relevant data and organize it into comprehensive reports.
- The ability to develop effective working relationships with all levels of the organization is required.
- Must be able to make sound and effective decisions that have a sound basis in law for the organization.
- Familiarity with a variety of employee benefit plans and applicable laws is necessary.
- Proficiency with MS Office to include Word, Excel and Access is necessary.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General Office environment

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 with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

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