



POSITION DESCRIPTION

JOB TITLE: Senior HRMS Administrative Analyst Job Class:		
DATE	Office of Human Resources Pension and Data Systems	
BARGAINING UNIT: ASC-Exempt		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: (Current)	Pay Range: (Current)	Management Approval:
POSITION SUMMARY and PURPOSE: Performs design, development and set-up services as a functional lead for the PeopleSoft Human Resources Management System (HRMS) for the Office of Human Resources (OHC). Emphasizes internal controls, documentation of functional duties/processes and operational accuracy and effectiveness.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Designs and develops within PeopleSoft HRMS, functional solutions for the operation of the district's benefits and human resources programs including solutions for compliance with state and federal mandates.
2. Collaborates with OHC staff to develop sound internal controls and documentation for PeopleSoft HRMS.
3. Participates as a functional lead for OHC on PeopleSoft HRMS at ERUG meetings.
4. Performs system data reconciliation according to federal guidelines governing benefit programs that include Medicare D Subsidy, OPEB reporting and Early Retirement Reinsurance Program (ERRP).
5. Assists in the processing and monitoring of OHC payroll-related functions as they pertain to the PeopleSoft HRMS system.
6. Analyzes and resolves operational issues for benefits, pension, COBRA, billing, ePerformance and other OHC functions in PeopleSoft HRMS.
7. Develops and performs the set up of new rate structures and benefit plans in PeopleSoft HRMS.
8. Develops and supports PeopleSoft HRMS self-service applications.
9. Participates in the annual open enrollment process including set up, processing, monitoring and closing.

10. Performs lead functions including set up in the testing of new OHC programs and initiatives in PeopleSoft HRMS including updates, upgrades and fixes.
11. Analyzes systemic issues of the benefits billing systems and pension administration module and collaborates to improve processes and controls.
12. Participates in plan administration and compliance tasks to enable and facilitate the necessary PeopleSoft HRMS set up changes.
13. Creates reports and queries for OHC functions in PeopleSoft HRMS.
14. Prepares and updates documentation of OHC PeopleSoft HRMS functional processes.
15. Resolves compensation problems and responds to issues, questions and concerns from departmental managers, supervisors, HC staff and other district employees.
16. Liaison with Payroll Department to ensure problems and issues are addressed prior to bi-weekly payroll processing.
17. Perform audits on system to ensure correct entries in PeopleSoft.
18. Supervises day-to-day functions of the Data Management Unit.
19. Performs salary calculations and ensures accurate implementation of compensation related transactions including new hires, promotional adjustments, appointments, special labor contract provisions, increments and other transactions involving pay.
20. Coordinates with Finance to establish and maintain position codes and ensures validation with account codes.
21. Oversees, maintains, and updates all areas of ePerformance; works closely with Principals and Managers to ensure evaluation documents are available and completed in a timely manner.
22. Actively supports the MPS Strategic Plan.
23. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Manager, Data and Pension Systems.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees three direct reports

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree in business or related field; human resources certification is desired, CEBS, CBP or SPHR.

Experience Requirements

Four years of experience in compensation administration, human resources, and/or health, dental, life insurance, 403(b) and pension plans administration is required. Four years of working knowledge of

PeopleSoft including 9.0 HRMS or more recent version and benefits administration modules is required.

Knowledge, Skills, and Abilities

Effective oral and written communications skills are required. Knowledge of and ability to apply good diagnostic, analytical and evaluative skills with strong hands-on knowledge of client-server system environments in human resource information systems, PeopleSoft HRMS and Payroll. Familiarity with pension, benefit plans and related plan options and human resources functions. The ability to handle multiple projects with varying deadlines is required. Must be able to work with diverse groups of people. Proficient in use of Microsoft Access, Excel and Word is necessary. Functional background in Benefits and Human Resources and technical expertise working with PeopleSoft HRMS 9.0 are requirements.

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, must be able to work flexible schedules.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.