ALBANY
NEW YORK | EST. 1686

Kathy M. Sheehan
Mayor

Office of Human Resources

Albany City Hall
24 Eagle Street, Rm 301
(p) 518-434-5049
(f) 518-434-5269

Notice of Job Opening

Position:	Human Resources Information Systems Analyst
	Applicants must meet the requirements outlined in the enclosed job description.
	*Please Note: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.
Department:	Administrative Services
Number of Vacancies to be filled:	1
Rate of Pay:	$63,000- $94,500 Annually Commensurate with qualifications and experience
Schedule:	37.5 hours/week
Application Deadline:	**Until Filled** All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.
Residency Requirement:	YES Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.
Reposted on Wednesday, March 15, 2023

HUMAN RESOURCES INFORMATIONS SYSTEM ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The primary focus of the Human Resources Information System Analyst is the support and maintenance of the primary Human Resources Information System (HRIS) and other information systems for the Human Resources, Budget, and Payroll Departments. The HRIS Analyst works collaboratively to carry out complex work managing and supporting the Human Resource Information Systems. Serves as a technical point-of-contact and works with assigned subject matter experts for functional areas in Human Resources and Information Technology Services to ensure efficient maintenance and operation of administrative systems, to provide for optimum functionality, to ensure data integrity and security, to provide reports, to assist with budgeting and forecasting for labor relations, and to analyze data flows for process improvement opportunities. Maintains Payroll and Human Resources systems data. Organizes and assists with systems upgrades. Reports to the Human Resources Director and the Executive Deputy Commissioner. Works independently under general supervision and the guidance of applicable federal, State and local statutes, regulations, policies, procedures and contractual agreements.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as project manager or team leader for the development of new or revised Human Resources systems, processes and related procedures. Develops implementation and communication plans. Drafts or revises related policies and procedures. Assigned lead responsibilities on an on-going basis for management of Human Resource Information Systems, including annual program planning and budgeting responsibilities. Supervises various phases of human resource and benefit administration for City employees, including benefits management of such programs as health insurance, flexible spending plan, leave time, health insurance buyouts, retirement benefits, Employees' Assistance Program and other related benefits/programs;
- Recommends process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation. Uses project management skills in managing projects. May provide overall project management for a given HR initiative. Develops and implements training programs for entities served;
- Maintains job, position, and assignment data within the Payroll and HR Information Systems. Works with Budget, HR and City Departments to Human Resources Information Systems Analyst; maintain accuracy and currency of authorized positions, assignments, and wage placement and wage tables in the system. Oversees the records retention and disposition processes for the office;
- Manages access to Human Resources data by establishing access criteria and security policies and procedures, authorizing access in accordance with criteria and maintaining records of access authorizations and non-disclosure agreements. Provides direction to Information Technology staff on system security configuration and setup

of individual access. Maintains the comprehensive classification plan for the city and civil divisions;

- Utilizes standard reporting tools to write, maintain and support a variety of reports or queries. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data. Develops standard reports for ongoing customer needs and ad hoc queries as needed, working with staff to identify information requirements. Works with Information Technology staff to resolve complex reporting issues. Acts as primary contact and manages multiple third-party vendor relationships to ensure efficient and effective administration of all benefit plans;
- Develops and documents work flow processes to create efficiency in the operation of HR Information Systems. Works with Information Technology staff to implement complex work flow processes. Negotiates with brokers and insurance companies with respect to premiums, terms, conditions, renewals/modifications;
- Manages regulatory human resources compliance;
- Oversees and participates in the preparation and certifies the submission of all governmental compliance reporting;
- Plans and provides, or arranges training classes, for staff as needed on the use of Human Resource Information Systems. Includes initial training for new users, training on new processes or training to groups on specific functionality. Develops user procedures, guidelines and documentation. Manages orientation and on-boarding program/procedures for City employees;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles, practices and current trends in HRIS and public HR administration with a focus on applying key technologies to product and service development, delivery and support.
- A working knowledge of federal and State employment and labor law, Civil Service Rules, and City human resources policies and procedures and the ability to interpret for others complex guidelines, codes, labor contracts, regulations, policies and procedures.
- Excellent oral communications skills with groups and individuals.
- Strong public presentation skills.
- Management skills including problem analysis and decision-making, strategic and project planning and organizing, interpersonal sensitivity, adaptability/flexibility, tolerance for ambiguity, stress tolerance, maintenance of composure, time management and the ability to solve problems with and for individuals and groups.
- Demonstrated skill in using spreadsheets, word processing, and database management software.
- Experience with Human Resource Information Systems and writing reports utilizing reporting tools such as New World Systems or Kronos.
- Knowledge and experience with application system projects, system maintenance, and support.

- Excellent writing skills for reports, correspondence, case summaries, policies, findings of fact, class specifications, test construction, and other human resources applications.
- Knowledge of research methods, data collection and sampling techniques, and statistical analysis. Ability to collect, compile, and analyze complex information and data.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of full-time paid experience in human resources, public or business administration ; OR

B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree and four (4) years of full-time paid experience in human resources, public or business administration; OR

C. Graduation from High School or possession of a high school equivalency diploma and six (6) years of full time paid work experience in human resources, public or business administration; OR

D. Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above