Job Description

PimaCommunityCollege

Position Title: Analyst 1, Employee Processing

Job Group: Human Resources   Job Level Group: Professional Entry

FLSA Status: Exempt

Position Summary:

The Employee Processing Analyst 1 is responsible for processing all personnel actions and maintaining the integrity of the College's Human Resources Information System. The Employee Processing Analyst 1 performs a wide range of detailed and complex employment processing functions for all employee classifications. The Employee Processing Analyst 1 optimizes the College's Human Resources Information Systems and process personnel actions that impact employee classification, compensation, benefits, deductions, leaves, resignations, retirements and other employment statuses. The Employee Processing Analyst 1 monitors HRIS operations and data integrity, ensures proper confidential records management and reporting, and actively participates in process improvement efforts.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides oversight, guidance and support of processes related to the input, application and maintenance of employment data in the Human Resources Information System, including sensitive and confidential information related to employee demographics, classification, compensation, labor distribution, benefits, deductions, and employment status.

2. Executes personnel entry and employment information changes in the Human Resources Information System through a variety of complex methods including mass entry through the job-sub upload, data feeds from external and third-party systems, and direct, single entry. Monitors and analyzes data input systems for quality control purposes. Identifies and resolves issues with data integrity,

3. Review, approve and apply all requests for personnel action. Collaborate with initiating departments, Payroll and Benefits teams, the Classification and Compensation Office, and the Faculty Qualifications Office to ensure accurate, compliant and timely processing of all personnel actions.

4. Researches, develops and makes recommendations for improvements to employment processes. Investigates, analyzes and makes recommendations regarding information system upgrades and improvements. Creates strategic plans and tactical responses to address issues. Develops and delivers tools and resources.

5. Provides support and development for training initiatives. Develops manuals, operating procedures, reference guides, reports, and training curriculum. Partners with College divisions to develop and deliver training opportunities to staff, faculty and administrators.

6. Provides consultation and guidance leading to a successful and compliant resolution to college employees and department officials on HRIS processes, internal policy, employment laws and regulations, and compliance requirements.

7. Creates, compiles and reviews analytic reports to ensure accuracy of employment information and job entries and maintain the integrity of the Human Resources Information System. Identify and correct any discrepancies to ensure accuracy, compliance and that entries meet system requirements.

8. Identify, research, and resolve Human Resources Information Systems issues and unexpected results, such as job upload errors, timesheet errors, payroll closing errors, and employee access issues

9. Works with supervisors, employees and Payroll personnel to research and resolve pay discrepancies. Collaborate with the Payroll team to calculate payment and leave adjustments for corrections and back payments. Calculate payment adjustments for position status and pay rate changes. Assist employees in understanding their paychecks as received and other payment issues

10. Navigate with the Benefits Team regarding leave, medical leave, and return to work status

11. Coordinate with Benefits and Payroll Teams for transition of employees from one employee classification to another

12. Complete, manage, and track retirement system requirements for new, returning, and retiring employees such as enrollment and return to work submissions. Work with the Payroll Team to assist with ending payroll verification submissions. Monitor temporary employees for retirement system eligibility

13. Ensures all work is completed within appropriate time frames and compliance guidelines in adherence with the strategic plan

14. Leads effective customer service efforts to communicate with internal and external stakeholders regarding systems, processes and other complex issues.

15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices

2. Knowledge of administrative procedures and practices

3. Knowledge of human resources principles and practices

4. Skill in effective communication (both written and oral)

5. Skill in performing a variety of duties, often changing from one task to another of a different nature

6. Skill in public speaking

7. Ability to adapt and maintain professional composure in emergent and crisis situations

8. Ability to apply effective and accurate data entry and typing skills

9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study required.
- One (1) year of related experience in Human Resources, Payroll, Finance, or Business Information Systems required
- One (1) year to three (3) years of progressive and combined experience in human resources, payroll, finance, or business information systems preferred.
- Prior ERP systems experience

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License.