Job Title: HRIS Specialist

BCAT Code: 09TXB3                    Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Provides clerical and administrative support for Human Resources Information System (HRIS) and Records functions, such as setting up new hires or rehires in the HR system, setting up direct deposit information, filing records, monitoring submitted performance reviews, etc.

Examples of Duties
- Functions as the backup to support the Payroll Specialists.
- Sets up records for individuals in the HRIS.
- Monitors performance evaluations and other HR related information for recording.
- Provides customer service.
- Provides data reports as needed.
- Coordinates written employment verifications.
- Assists in the production of the campus directory.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of HR functions and information systems, practices, and procedures.
- Knowledge of computer operations and software, such as spreadsheets, word processing, presentations, databases, etc.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, and provide excellent customer service.

Minimum GSU Hiring Standards
Associate’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.