General Description
Manages and oversees the Human Resources Information System (HRIS) function of Human Resources.

Examples of Duties
- Designs, evaluates and modifies HRIS policies and plans to ensure that structure, workflow, and output are accurate, appropriate and efficiently processed.
- Manages the entire ePAF process and ensures the timely processing; troubleshoots any issues.
- Ensures the timely processing of on-boarding or off-boarding.
- Develops and directs the functional implementation, maintenance, and training for all human resources information systems (HRIS).
- Develops and implements HRIS and Records guidelines in accordance with federal and state regulations and Board of Regents guidelines.
- Manages HRIS upgrades, such as the coordination of test plans; provides training on changes to system functionalities.
- Supervises staff, such as the Payroll Accountants, HRIS Specialists, and students.
- Works with the Spectrum Team on the functional implementation of the Human Resources Management System (HRMS) and subsequent software upgrades.
- Develops and implements training for various user groups.
- Assists in the planning and implementation of operator security.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of various Automatic Data Processing (ADP) applications.
- Knowledge of business unit functionality.
- Knowledge of Microsoft Excel and Access and data analysis tools.
- Skilled in project management.
- Ability to communicate effectively verbally and in writing.
- Ability to manage complex, multidisciplinary efforts.
- Ability to plan and prioritize projects, schedules, and deadlines.
- Ability to communicate with technical and non-technical users.

Minimum GSU Hiring Standards
Bachelor’s degree in Computer Science, Business or a related field and four years of related experience; or a combination of education and related experience. Advanced degree in Computer Science, Management, Finance or a related field with implementation of HRMS experience preferred.

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.