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**HUMAN RESOURCE INFORMATION MANAGEMENT ASSOCIATE**

**Job Code: 519BT3**
**Bargaining Unit: 08**
**Posting:  2/04/2008**

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| **Job Title:** | Human Resource Information Management Associate |
| **Department:** | Human Resources |
| **Reports To:** | Total Rewards and Information Management Assistant Director |
| **Location:** | 360 Colborne |
| **Role Description:** | Provides technical support and maintenance in the area of human resource information systems.  Develops reports and data analysis as needed. Addresses, researches and responds to human resource systems issues and requests. |
| **Key Relationships:** | Information Management Team Lead and Total Rewards and Information Management Assistant Director, Human Resource leadership, Work Force Management, Benefits, Payroll, other District staff as needed |
| **Primary Responsibilities:** | ▪ Monitor the benefits module of the human resource information system; define needed modifications in tables and software; define work flow processes and develop processing methodologies<br>▪ Process benefits contract settlement changes and other benefits modifications as necessary<br>▪ Set-up new benefit plans<br>▪ Assist information management team members with problems, concerns, or questions relating to HR systems<br>▪ Perform required reporting activities<br>▪ Collaborate with Workforce Management/Benefits/Payroll and other departments as necessary to develop standard reports<br>▪ Monitor and maintain standard human resource, benefits and payroll-related system processes<br>▪ Perform table maintenance, payroll audits and legacy system queries<br>▪ Respond to customer requests and inquiries, as necessary<br>▪ Obtain guidance, when necessary, from the Total Rewards and Information Management Assistant Director<br>▪ Respond to requests for on-demand reports as needed<br>▪ Perform other related duties as assigned |

# HUMAN RESOURCE INFORMATION MANAGEMENT ASSOCIATE

| Experience & Qualifications: | <ul><li>One year (45 credit hours) of post secondary coursework in business or personnel administration, information technology or a related field</li><li>A Bachelor's degree in business or personnel administration, information technology, business administration, or a related field preferred</li><li>Minimum three years information management or benefits administration support experience required</li><li>Knowledge of human resource information systems required</li></ul> |
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| Knowledge, Skills & Abilities | **Data Analysis**<br><ul><li>Is seen as expert in analyzing, interpreting data</li><li>Performs analyses to highlight trends, issues and potential solutions</li><li>Uses interpretation of data to support decision-making and planning processes</li></ul>**Technology Application**<br><ul><li>Proficient in human resource systems</li><li>Provide support for others with system needs</li><li>Identify needed modifications to the system; able to make recommendations that would improve the system for the entire department</li></ul>**Teamwork**<br><ul><li>Uses cross functional teams to draw upon skills and knowledge throughout the District</li><li>Builds internal and external networks and uses them to efficiently create value</li><li>Consistently participates in and maintain a team environment by openly sharing information, exchanging ideas and coordinating activities</li></ul> |