CLASSIFICATION TITLE: HR Systems Administrator	**CLASS NUMBER**: 80052.1	**FLSA**: Exempt
AGENCY/DIVISION: Department of Human Resources	**JOB TYPE**: Full Time, Classified	**PROBATION PERIOD**: 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE**: N21	**POSITION CONTROL #**: Varies
POSITION LOCATION: 373 S. High St., 25th FL., Columbus, OH 43215	**TYPICAL WORK SCHEDULE**: Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN)**: Assistant Director (060005)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Varies – refer to table of organization		

CLASSIFICATION PURPOSE:

The primary purpose of the HR Systems Administrator classification is to manage, administer, and support various county departments' payroll operations from research and budgeting to implementation, maintenance, and support.

JOB DUTIES:

Supervise assigned human resources staff. Analyze requirements, construct workflow diagrams, study system capabilities, write specifications, and define reporting and alerting requirements for system enhancements and new system implementations. Plan, develop, and implement strategic plans and projects related to expanded service delivery models; agency strategic plans, and other programs using analytical approaches and data in support of federal, state, and county guidelines. Provide technical direction and assistance to managerial and supervisory personnel involved in implementation of policy and/or new programs. Coordinate the availability and use of program data with partnering agencies and contract service providers.

Act as a liaison between agency payroll officers and the Auditor's Office and agency administration to facilitate payroll processing and compliance. Communicate and educate employees on payroll and timekeeping updates. Provide oversight on all agency bi-weekly timekeeping and payroll to ensure accuracy in processing earnings and deductions. Ensure all personnel actions are processed timely. Prepare required payroll summary reports.

Act as a liaison between program staff, internal IT staff, external IT vendors and/or the Data Center to facilitate the implementation of automated processes and procedures. Ensure that all automation and electronic procedures meet mandated local, state, and federal program requirements and privacy standards. Provide program knowledge to IT staff in order to create customized computer programming, reports, workflows and document management tools. Prepare, develop and submit specialized reports to the leadership and department supervisors ensuring project timeliness, agency consistency, and integrity of policy interpretation. Prepare required documents for consumption by internal operational staff, IT resources, and agency leadership in support of agency initiatives. Make recommendations to leadership for business process improvements. Integrate data and data gathering with existing reporting to examine key areas of agency performance and develop plans and projects to enhance service delivery.

Serve on committees and work groups to plan and implement new policy initiatives. Attend meetings, trainings and conferences to maintain current knowledge of program policy issues. Serve as a liaison with staff including staff training and development; presenting research findings and analysis and assists in maintaining accurate manuals and system documentation. Training agency staff in the use of agency systems, spreadsheets and other automated tools provided to enhance productivity and efficiency of agency staff. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; employee training and development; government structure and process; electronic data processing. Skill in equipment operation. Ability to deal with problems involving few variables in familiar contexts; interpret extensive variety of technical material in books, journals and manuals; deal with non-verbal symbols in formulas, equations, or graphs; use proper research methods in gathering data; develop complex reports; cooperate with coworkers on group projects. Skill in word-processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers, calculate fractions, decimals and percentages; copy material accurately and recognize grammatical and spelling errors; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; proofread technical materials; recognize errors and make corrections; use proper research methods in gathering data; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in computer information systems or related field with five (5) years of computer experience and at least three (3) years payroll processing experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

_____   _____   _____

Employee Name   Employee Signature   Date