State College of Florida, Manatee-Sarasota
Job Description

Job Title: Coordinator, HRIS
Reports to: Assistant Director, Human Resources
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
Provides development, implementation, coordination, analysis, and data input of Human Resources Information record system. Functions as custodian of employee records and adheres to and trains others regarding record retention regulations. Responsible for the supervision of the Human Resources electronic and hard copy records processes and any staff providing support for these processes. This position serves as the key technical liaison between Human Resources and the Information Technology department.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Enters and maintains updated computerized records for all employees, including processing of all payroll authorizations within restrictive time frames.
2. Processes all new employees, assuring that all legal and College required documents are completed.
3. Maintains all hard copy and electronic permanent records for current and previous employees, assuring compliance with all legal and accreditation requirements.
4. Responds to routine questions from all levels of staff regarding State College of Florida, Manatee-Sarasota Personnel Rules and Procedures. Maintains awareness of current trends in HRIS.
5. Maintains accurate record of all budgeted regular positions and provides assistance to the Director and Assistant Director of Human Resources for annual budget process including development of budget scenarios and budget roll process in Banner.
6. Assists managers in the preparation of annual personnel budgets for all departments.
7. Prepares annual contracts, benefit and leave statements, and workdays calendars.

8. Completes year-end processes for all personnel functions providing updates to tables and individual records in accordance with management approved changes.

9. Produces ad hoc, simple to complex reports, using Banner, ARGOS Reports or other College authorized programs to meet needs of the HR Department and College as directed by the Assistant Director, Human Resources.

10. Manages the faculty load and compensation (FLAC) payment process for adjunct faculty and overloads for full-time faculty.

11. Works with Banner consultants, IT staff, Payroll and others to trouble shoot computerized systems Researches and resolves HRIS process flows and problems.

12. Develops and implements system updates, new processes and programs as required. Analyzes data work flows for process improvements. Maintains data integrity in systems by running queries and analyzing data.

13. Provides end user training for Human Resources / Payroll processes.


15. Supervises Human Resources personnel providing support for the HRIS function.

16. PHI Level: No access to PHI unless specifically authorized by the Assistant Director, Human Resources or designee.

17. Completes projects and other technical assignments as delegated by the Assistant Director, Human Resources.

18. Ensures effective security access to personnel data to maintain continuity of operations and safeguard data integrity.

19. Acts as the HR “funky tech” liaison with the IT department. Attends scheduled trainings, coordinates HR Banner system upgrades/patches with IT, and trains HR staff as required.

20. Responsible for oversight of the document management system to include; scanning and imaging records, trains others in the use of the system, and provides quality assurance to ensure the accurate maintenance of records.

21. Performs other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• **Education/Experience:**
  Bachelor's degree or equivalent in business, accounting, computer information systems, or related field and three years’ related experience and/or training; or equivalent combination of education and experience. Understanding of basic accounting concepts and data base management required.

• **Supervisory Experience:**
  Two or more years of direct supervisory experience, including responsibility for hiring, firing, performance management, training, and coaching is required.

• **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

• **Computer Skills:**
  To perform this job successfully, an individual should have advanced knowledge of word processing, database management, spreadsheet, report writer and email software. Knowledge of, or ability to learn quickly, current College database system essential. Understanding of the HRIS preferred.

• **Certificates and Licenses:**
  No certifications needed.

**Responsibility for People and Property:**
This job requires responsibility for supervision of Human Resources personnel supporting the HRIS function.

**Responsibility for Communication:**
• **Internal Contacts:**
  This position has routine contact with College staff, administrators, and faculty.

• **External Contacts:**
  This position has frequent contact with financial institutions, other employers, general public, job applicants and seekers, other businesses and schools, and previous employees with highly
confidential information.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Knowledge of the College’s mission, purpose, and goals.

2. Service Excellence: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   - **RESPECTFUL**
     - Act in a courteous manner
     - Actively listen to gain full understanding
     - Demonstrate awareness of “everything speaks”
     - Show empathy and caring

   - **RESPONSIVE**
     - Approach people in an inviting and pleasing manner
     - Take ownership of actions and decisions
     - Plan, anticipate, and be forward thinking
     - Answer and return phone calls and emails
     - Use proper communication etiquette
     - Banish the phrase “not my job”
     - Provide assistance to all inquiries and follow through

   - **ACCURATE**
     - Do it right the first time
     - Be knowledgeable of product and how it interfaces with others
     - Ask probing questions
Use resources effectively and efficiently

COLLABORATIVE
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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