

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

HUMAN RESOURCES INFORMATION SYSTEMS COORDINATOR

FLSA STATUS: NON-EXEMPT PAY GRADE: 14 - C

JOB FAMILY: HUMAN RESOURCES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Human Resources Information Systems Coordinator provides specialized human resources assistance requiring independent judgment, the ability to coordinate complex work, and complete special assignments, as directed, to include performing research and audits of data within the personnel/payroll system. Employees in this class are responsible for all phases of processing the supporting documentation of employment. Responsibilities include answering questions and resolving problems from faculty and staff as it pertains to the PeopleSoft modules that reside in HCM. Responsible for continuous audit of data to ensure accuracy.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Answer questions and resolve problems from college wide staff and the public regarding personnel records, re: pay, benefits, and separation and retirement payments.

Serve as senior support in matters concerning the PeopleSoft personnel/payroll system as it pertains to the HCM pillar.

Respond to complex inquiries on such matters as leaves of absence, vacation, sick leave, job assignments and separation pay.

Assist in training PeopleSoft system users, as appropriate.

Prepare and process records, documents, correspondence and other materials of a sensitive nature.

Input and audit records for Human Resources personnel/payroll system including verifying salaries and monitoring receipt of required documents associated with the hiring process and payroll edits.

Prepare periodic reports, review computer queries for internal use, update and maintain HCM database tables, and prepare computer programming requests.

Communicate with college staff regarding personnel processes and deadlines.

Create and maintain, correct when necessary, Human Resources input and approval processes in the PeopleSoft system.

Prepare, design and process forms that are beneficial to the Human Resource Department; update and/or redesign such forms to provide an overall better usefulness to the department.

Prepare and process records (both paper and electronic), documents, correspondence and other materials of a sensitive nature including reporting changes, 1% increases, transfers (in and out) of leave, time in service credits and Jury and Military adjustments.

Prepare reports and provide requested information for federal, state and local agencies, when required.

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Coordinate accurate and timely completion of both routine and non-routine administrative department functions in order to meet all processes and deadlines.

Assist as directed in performing support duties to develop, analyze, and provide recommendations for revisions as needed to enhance customer service.

Attend department meetings, as required.

Perform related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over support staff.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university supplemented by one (1) year of related experience.

PREFERRED QUALIFICATIONS

Associate's degree from an accredited college or university supplemented by three (3) years of successively responsible experience in human resource systems or records management to include database management, automated human resource systems software or related work experience. Requires the ability to keep complex records, assemble and organize data.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety

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of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to utilize high school algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 7/2017