



PASTORAL CENTER	JOB DESCRIPTION
Position/Title: Sr. HRIS Analyst	Department: Human Resources
Reports to: Sr. Director of Human Resources	Date: January 2023
FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time

General Summary of the Position

The Sr. HRIS Analyst is responsible for the administration of our core HR system of record, ExponentHR, as well as system maintenance and support for all HR systems including but not limited to compensation/salary administration, workforce analytics, and time keeping, as appropriate. The primary focus of this role is to partner with HR and internal customers to analyze work process design and flow and continuously improve and leverage the return on technology capabilities. HR analytics will be developed and maintained by this individual. The role is also responsible for managing report configuration and recurring distribution as needed in addition to heavy project management.

Essential Duties and Responsibilities of the Position

- Acts as system administrator for all HR systems and provide proactive system related solution with a strong focus on continuous improvement.
- Manages system access ensuring appropriate user access and support on system navigation, troubleshooting, reporting and best practices.
- Collaborates and provides superior services to internal customers.
- Administers HR system configuration changes and data table updates.
- Ensure accuracy and data integrity of HRIS system through regular reviews and audits.
- Review and evaluate technical and production support issues and prepares recommendations based on an in-depth knowledge of the problem, the system and the advantages and disadvantages of the alternative solutions.
- Develops and manages special projects as identified by the Senior Director of Human Resources such as the implementation of an electronic performance review appraisal process for the PC utilizing the ExponentHR system, development of total compensation statements, ect.
- Stay abreast of HRIS capabilities and key industry trends.
- Implementation and maintenance of Diocesan wide employment poster program.
- Assist with other HR projects as assigned.

Position Requirements

Knowledge, Skills and Abilities:

- Ability to work successfully as a member of a team and independently with moderate supervision.
- Ability to analyze, organize and problem-solve with a high attention to detail while meeting multiple deadlines.
- Self-motivated achiever skilled in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Strong skill level in the use of HRIS systems and software including Microsoft products Visio, Excel, Access, Word and PowerPoint.
- Ability to create tables, queries, and apply database concepts using desktop database and reporting tools such as MS Access etc.
- Proficient in HR systems purpose, structure, and design.
- Ability to analyze data to identify patterns, variances and trends and effectively interpret what the information means.
- Strong understanding of HR concepts, practices and procedures.
- Ability to maintain strict confidentiality.
- Bilingual (English/Spanish preferred)
- Practicing Catholic in good standing preferred

Education and Experience:

- Bachelor's degree in related field required
- Master's degree preferred
- Senior HR Certification preferred (SPHR, SHRM – SCP)
- PMP Certification preferred

Minimum Specific Experience Required

- 5 years' work experience supporting HR Information Systems
- 5 years hands- on HR experience
- 5 years' work experience with project management
- 5 years working with Relational Databases and report writing
- 5 years' experience balancing and analyzing data to identify, investigate, and propose solutions to aligning technology solutions to organizational objectives
- 5 years working with database reporting systems, word processing and spreadsheet software experience (i.e., Access, Word, Excel) including writing documentation that describes installation and operating procedures
- 3-5 years working closely with payroll processing strongly preferred.

DO NOT REMOVE

This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of the Diocese of Dallas – Pastoral Center.

The Diocese of Dallas – Pastoral Center reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.