



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR HUMAN RESOURCES INFORMATION SYSTEMS ANALYST

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 49 Job Code #: YC45
---------------------------------------	---	--

JOB SUMMARY

This is the advanced journey level performing Senior Human Resources Information Systems job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist of the various technology systems for Human Resources functions and are relied upon to provide expert consultation to meet user needs including recommending, designing, and coordinating both changes to business practices and specific technology solutions including new and developing industry models; and using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Leads and develops technical and functional requirements; tests and approves requirements by users.
2. Provides training for Human Resource Information Systems applications, techniques, and methods.
3. Develops orientation material and technical training for primary and secondary Human Resources Information Systems users.
4. Develops standard and ad-hoc queries and reports, provides capabilities, and assists users in running reports.
5. Leads and consults on Human Resources Information Systems approaches and options available to address user needs; develops specifications for new or modified applications considering data and work flows, logical processes, and reporting requirements.
6. Maintains Human Resources Information Systems security and verifies user access is appropriately assigned.
7. Performs regularly scheduled processes and revisions to various functionality, including benefits, compensation, classification, recruitment, employee relations, and training.
8. Researches and recommends new software and hardware products.
9. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field and six years of relevant experience; or three years as a MWD Human Resources Analyst III level in the related field (effective through June 2015).

Required Knowledge of: Human Resources Information Systems; applicable federal, state, local laws, and regulations; research methods and data analysis techniques; project management techniques; database design and management; and methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

Required Skills and Abilities to: Monitor, troubleshoot, and resolve data management problems; lead, assign, direct and review work; facilitate communications between user groups and assigned project and consultant staff resulting in effective design, testing, and implementation of new and enhanced Human Resources Information Systems; prepare complete and concise system and user documentation, and instructions; explain systems to non-technical users; organize and manage personal work time to ensure that competing demands of multiple

Job Title: Senior Human Resources Information Systems Analyst

Job Code: YC45

Adopted: 10/27/08

Revised:

Supersedes:

Page: 2

projects are effectively handled; gather relevant data, analyze problems, evaluate alternatives and make appropriate decisions and recommendations; understand, interpret, explain, and apply rules, regulations, policies, procedures and applicable local, state and federal laws in assigned area of responsibility; exercise independent judgment and initiative within established guidelines; present recommendations clearly and logically; communicate clearly and concisely both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and operate office equipment including computers and supporting applications.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- Valid California Class C Driver License that allows you to drive in the course of your employment.

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.