ASHEVILLE, NORTH CAROLINA

Classification Specification

Human Resources Data Specialist
Job Code: 3530
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform technical work related to human resources data, processes, systems, initiatives, and business process analysis and to develop and maintain data records.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages data within multiple HR systems, including but not limited to Human Resources Information Systems (HRIS), performance management, and recruitment software: enters, interprets and corrects data; maintains and updates data; enters, adds, changes, or updates personnel actions, such as such as new hires, promotions, separations, transfers, classification, and salary changes; and researches and corrects errors to remedy inconsistencies and to ensure data integrity.

Analyzes and interprets data: accesses and queries data from various HR systems; conducts analysis of patterns and trends using statistical methods; and prepares and submits related reports as requested.

Participates in development of procedures, models, and operational processes: researches and provides technical expertise regarding technical trends and the application of new and existing technology to improve and streamline

HR processes; evaluates, recommends, and implements related changes and improvements.

Develops and facilitates training regarding HRIS user functions, system utilization, and reporting: creates lesson plans and collateral materials; selects training topics based on user needs and competence; answers questions and provides information during and after training; and recommends effective and efficient utilization of systems.

Ensures work activities comply with applicable local, state, and federal codes, laws, rules, regulations, standards, policies, and procedures: and initiates any actions necessary to correct deviations or violations.

Maintains an awareness of new applications, technologies, technical methods, trends, and advances in the profession; reviews professional publications, technical manuals, and websites to increase knowledge of HR systems; and attends conferences, workshops, and training sessions as appropriate.

Communicates with supervisor, other City employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, personnel action forms, statistical data and analysis, training materials, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Statistics, Business, Human Resources, Information Systems, or a related field required; supplemented by one year of experience in data management and analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.