

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> HRIS Management Analyst 2	<b><u>CLASS NUMBER:</u></b> 20401.3	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Human Resources	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N16	<b><u>POSITION CONTROL #:</u></b> 60004
<b><u>POSITION LOCATION:</u></b> 373 S High Street, 25 <sup>th</sup> FL, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday–Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Sr. HR Administrator, Payroll (60006)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the HRIS Management Analyst classification is to assist in the administration and coordination of assigned programs, analyze and revise operations, programs and policies; provide technical direction and assistance to personnel involved in implementation of new programs.

**JOB DUTIES:**

Responsible for primary support of HRIS system for all employees. Monitor systems to ensure validity and integrity of systems output. Track progress of open issues. Serve as a liaison between human resource staff and other departments regarding troubleshooting, resolving complex technical issues, training, and incident reporting/follow-up. Determine root cause of issues and communicate appropriately to internal and external customers. Establish relationships within County agencies and with outside vendors regarding agency technology solutions, agency programs, services, and operations. Prepare, develop, and submit specialized reports to management, as requested. Provide technical direction and assistance to managerial and supervisory personnel involved in the implementation of new programs and systems. Monitor payroll systems, research discrepancies and provide findings to supervisor to address necessary corrections. Audit sick leave, vacation leave, family and medical leave, leave without pay, leave of absence, military leave, etc in payroll system. Maintains appropriate documentation for audit purposes and provides for the internal control and safeguard of the agency. Prepare reports and conduct trainings, as directed. Completion of all FMLA time off updates on bi-weekly payroll. Completion of bi-weekly payroll export/import process.

Maintain knowledge of County policies and procedures, agency-specific policies and procedures, and union contracts. Audit agency timekeeping to ensure accurate and timely processing of data submitted to the auditor’s office. Ensure compliance with laws and regulations related to payroll. Reply to inquiries from agency staff, management, and County administration on payroll-related issues.

Consistent involvement in human resources processing, systems mapping, reporting, data management, attending meetings, and complex technical organizational needs. Provide backup assistance on other employee databases. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of bookkeeping; labor relations; workforce planning; employee training and development; human resources development; safety practices; office management; agency policies and procedures; government structure and process; electronic data processing. Skill in typing; word processing; equipment operations. Ability to deal with problems involving several variables in familiar context; carry out instructions in written, oral, or picture form; define problems, collect data, establish facts and draw valid conclusions; read and record figures accurately; maintain accurate records; understands manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; gather, collate and classify information about people or things; handle sensitive inquiries from and contact with officials and general public; utilize computer software to accomplish job functions; interact with coworkers and be a project leader; document and create workflow charts; utilize software systems to meet process requirements.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree with coursework emphasis in business administration or human resources with four (4) years of HRIS or payroll experience or related field.

**Additional Requirements**

No special license or certification required.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date