

SNOHOMISH COUNTY JOB DESCRIPTION

FUNCTIONAL ANALYST - HUMAN RESOURCES

Spec No. 2381

BASIC FUNCTION

To provide functional support, subject matter expertise, analysis, maintenance, and implementation of Human Resources Information Systems (HRIS) and address Human Resources (HR) technology needs as appropriate.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads the implementation and use of HRIS systems, including assisting in the configuration, customization and administration of major HR systems.
2. Works with the Department of Information Technology (DoIT) to perform day-to-day functional maintenance and support of HR systems to ensure operational maintenance and integrity.
3. Recommends and implements procedural changes to improve operations and enhance the performance of HR systems.
4. Tests HRIS system for program updates and troubleshoots new releases prior to full implementation to provide suggested solutions to developers.
5. Performs analysis of HRIS to troubleshoot the cause for data problems. Researches and identifies limitations, user errors or lack of standard procedures for ongoing administration.
6. Provides application support to department staff. Supports the needs related to system operations, HR processes, and special projects.
7. Provides relevant information through the training and support of HR users in the development of ad hoc reporting and other analytical activities.
8. Coordinates with DoIT to organize technology service and maintenance contracts as needed, including oversight/validation of work performed by consultants and vendors.
9. Develops and creates HRIS training materials and trains users on relevant, new and changed program usage requirements.
10. Performs business analytics through the development of HRIS reports as necessary to meet reporting requirements and to provide staff and management with information to support workflows and business decisions.
11. Oversees and maintains the department's web site and any related technical documentation.

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STATEMENT OF OTHER JOB DUTIES

1. Maintains network access profiles/permissions for Human Resources, including access rights to directories, groups and files.
2. May serve as the liaison with outside contract vendors; recommends and oversees new programs and modifications to existing programs.
3. May act as project lead in helping departments develop automated solutions to related workflow issues.
4. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, computer science or related field; AND two (2) years experience in functional analysis, business analysis and software administration/implementation; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Experience with HRIS and other HR systems preferred.

SPECIAL REQUIREMENTS:

Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- assigned office applications and a variety of software packages, including word processing, spreadsheets and database
- basic technology use standards and best practices
- troubleshooting techniques and best practices
- data management and data reporting philosophy, standards, and best practices
- HRIS systems and functionality
- various file structures and formats
- project management principles, tools, and techniques

Ability to:

- work independently while managing multiple priorities and changing deadlines in a timely manner

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KNOWLEDGE AND ABILITIES (Continued)

- effectively communicate (written and oral) with all levels of employees and management, technical and non-technical users
- have attention to detail and to think creatively and strategically to resolve system issues
- understand and apply knowledge of user needs to develop computer applications from existing software
- analyze general technology problems and facilitate implementation of sound solutions
- design/create applications functions utilizing technology to improve efficiency
- maintain necessary records and documentation and prepare clear, concise guides and other written material
- establish and maintain effective work relationships with superiors, peers, and associates
- communicate effectively, both orally and in writing, with people of varying degrees of technical background
- participate and contribute to data planning, design and development efforts
- plan and think logically and be able to prioritize work
- work under pressure, cope with interruptions, and meet deadlines
- exercise good judgment as to when to act independently and when to refer situations to higher authority

PHYSICAL REQUIREMENTS

Occasionally required to lift items weighing approximately thirty (30) pounds.

SUPERVISION

The employee receives general direction from the Human Resources Director. The work is performed with considerable independence and is reviewed through meetings, status reports and from results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2017
Revised & Retitled: April 2017
EEO Category: 2 – Professional
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous