

Position: Human Resources Analyst (HRIS Specialist)

Department: Office of Human Resources

Reports to: Executive Director of Human Resources

Job Summary: Working under minimal supervision with considerable latitude for the use of initiative and independent judgment, provides operational, analytical and administrative support to the College's Office of Human Resources. Works collaboratively with other members of the Human Resources team and the College community to fulfill human resource's goals and objectives in accordance with the College's mission.

Duties and Responsibilities:

Employment Administration

- Meets with new employees and assists in College on-boarding processes, including, but not limited to, the completion of required new hire and payroll documentation.
- Conducts, manages and maintains the Homeland Security/I-9 verification process for all new and current employees.
- Administers, coordinates or assists with employee recruitment and the background check process for new employees.
- Enters all new employee information into Datatel, the College's Human Resource Information System (HRIS), as well as various third party databases and platforms.
- Works closely with the College's payroll department and third party vendors to facilitate new hire fulfillment and subsequent changes during the employment life cycle.
- Analyzes and maintains all employee data across College and third party vendor platforms; makes database changes as necessary.
- Enters, analyzes and retrieves data from the College's HRIS records or from paper files, as necessary, concerning current and former employees.
- Maintains, monitors and updates the College's internal directories of employees and the account creation/termination communications process.
- Terminates, updates and/or edits all employee HRIS information as necessary, including but not limited to, names, addresses, benefits, salaries and/or title changes.
- Prepares and provides employee HRIS data reports, including survey data, as requested.
- Processes and responds to New York, or other states, regarding unemployment claims.
- Evaluates, processes and if appropriate, completes employment verification requests directed to the College's Office of Human Resources.

Benefits Administration

- Coordinates benefits and employee leave administration, analysis, remittances and billings directly on third party vendor platforms for all participants.
- Administers, reconciles, and processes monthly benefits billings and remittances for all participants by working closely with the College's group benefits carriers.
- Administers, manages and processes requests for the College's tuition remission program.

- Assists in the annual benefits open enrollment process; provides various materials and communications to participants and employees during open enrollment periods; meets with participants and enters changes in to all HRIS and third-party databases as necessary.

Office Administration

- Conducts periodic internal and external HRIS database testing.
- Maintains knowledge of all applicable College policies, procedures, and programs.
- Represents the Office of Human Resources on committees and in meetings as required.
- Manages and coordinates Office of Human Resources special events and programs, including, but not limited to, employee health fair, new employee orientations, and open enrollment presentations. Works with other College departments and special events vendors as necessary.
- Coordinator and first level contact for all general and specific telephone calls and visits to the Office of Human Resources; refers unresolved matters as appropriate.
- Generates Office of Human Resources reports and mailings as requested.
- Manages the Office's filing and file organization systems.
- Processes and distributes all incoming Office mail and orders Office suppliers.
- Performs all other duties as assigned.

Qualifications:

- Bachelor's degree.
- HRIS database management experience; experience and proficiency with Datatel is strongly preferred.
- Experience working with third party providers and database management platforms to facilitate recruitment, on-boarding, benefits, payroll administration and/or training programs; experience and proficiency with ADP is strongly preferred.
- Technological proficiency with Microsoft Office programs, especially Excel and Word.
- Administrative experience working in a human resources office environment; some experience working in human resources for an educational institution is preferred.
- Strong planning and project management skills with the ability to apply these skills in effective, collaborative, working partnerships across the campus community.
- Analytic mindset and excellent attention to detail.
- Exceptional interpersonal and customer service skills; superior verbal and written communication/facilitation skills.
- Ability to manage sensitive and challenging issues and maintain confidentiality.
- Ability to maintain the highest degree of personal integrity, ethics and objectivity.
- Excellent time management and organizational skills.
- Ability to work independently, collaboratively, and under supervision.
- Willingness and ability to work non-traditional hours and participate in night and weekend events, if requested.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

Interested applicants can apply by clicking [here](#).