

## **HRIS MANAGER**

**SUMMARY:** NEW: Reporting to the Director of Human Resources the HR Information Systems Managers will lead the team in streamlining the payroll and benefit information for the MCCA. Responsible for design, selection and implementation of all HRIS and other HR computer solutions identified to most efficiently and effectively automate processes through payroll and benefits for employees. The HRIS Manager will provide vision, leadership, planning, project coordination and management for the development of whichever HRMS is current or being researched by the MCCA. The HRIS Manager will act as the HR lead in troubleshooting and analyzing technical issues; creating and maintaining scheduled data reports; advising management on new technical developments; develop and monitoring dashboards, metrics and data feeds and reporting.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The Director or Assistant Director of Human Resources may designate various other activities. The following are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts managements right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.

### **General**

- Ensure services are in compliance with professional standards, state and federal regulatory requirements related to recordkeeping and reporting.
- Manage maintenance and accuracy of employee data, for reporting and distribution.

### **HRIS**

- Act as team lead for managing all day-to-day activities to support functions within HRMS, payroll and other interrelated functions. Foster and maintain positive relationships with internal positions that interact with the position and external customers.
- Provide front-line support to end users for all HRIS systems. Troubleshooting, training and enhancing use.
- Lead in system implementations and upgrades.
- Creating user accounts for employees, managing changes to HRMS information and personal information.
- Managing all aspects of the planning, project management, change management, administration, security, maintenance, data integrity, development, testing, implementation, reporting and user support for the HRIS.
- Recommends and implements business process improvements having a HRIS component.
- Documents functional business requirements, troubleshoots application problems and promotes proactive approaches for using HRIS capabilities to provide functionality to meet Authority needs and improve HR operations.
- Documents standard operating procedures to ensure consistency and implements process improvements.

### **Compensation**

- Specialist with associating labor categories to new and existing job descriptions when needed.

- Conducts analysis of information to make and/or support recommendations for appropriate pay grades, salary ranges and FLSA status.
- Conducts wage surveys within labor market and/or works with independent consultant to determine competitive wages and makes recommendations for adjustments as needed.
- Works as an effective business partner with the payroll department to respond timely and efficiently to inquiries regarding payroll and compensation.
- Keeps apprised of federal, state, and local compensation laws and regulations in order to ensure compliance.

### **Benefits**

- Manages all employee benefit programs while ensuring compliance with laws and regulations (i.e. long-term disability, health, dental, vision, flexible spending etc.).
- Reviews and recommends changes to Director of Human Resources.
- Assists with the review and updates of the employee benefit manual and other communication tools.
- Implements approved new plans and changes by preparing announcement material and other media employee communications. Conducts employee meetings and arranges for enrollment of employees in optional plans. Authors benefit communications materials. Advises and counsels employees on existing benefits.
- Prepares and executes, with HR Director and legal consultation, benefit documentation such as original and amended plan texts, benefit agreements and insurance policies. Instructs insurance carriers and other administrative agencies outside the Authority to effect changes in benefit program. Ensures prompt and accurate compliance.
- Prepares and submits benefit reports and applications required by law to be filed with federal and state agencies. Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to management.
- Develops effective and timely responses to inquiries regarding benefits programs, policies and procedures to ensure quick, equitable, courteous resolution. Maintains contact with hospitals, physicians, insurance companies and employees to facilitate proper and complete utilization of benefits.
- Ensures maintenance of enrollment documentation and records for all benefit plans.

### **Leave and Accommodation Administration**

- Management and coordination of all aspects of employee leave benefits including leave under the Family and Medical Leave Act, Massachusetts Maternity Leave Act, Parental Leave, Military Leave, Worker's Compensation, Long Term Disability and leaves of absence requested as a reasonable accommodation under the Americans with Disabilities Act Amendment Act of 2008 ("ADAAA").
- Ensure confidentiality of all medical documentation and personally identifiable information
- Tracking and communicating to employees, supervisors and senior management on all approved leaves.

### **Other**

- Compiles, analyzes and presents data related to HR functions required by law or as requested.
- Compiles, analyzes and presents data related to staffing and diversity.
- Prepares survey response to unemployment questionnaires and requests for approval.
- Responds to employment verifications to include coordinating with payroll for any required information
- Provide payroll with any information necessary regarding garnishment of wages
- Represent HR on various committees, as requested by the Director of Human Resources

**SUPERVISION RECEIVED:** Supervision provided by the Director and Assistant Director of Human Resources.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position has a strong HR and technological component. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Business Acumen
- Communication
- Report preparation
- HR expertise
- Technical abilities
- Relationship management
- Ethical practice

**EDUCATION/EXPERIENCE:** Bachelor's degree in a related field and 4-6 years of human resources generalist experience and HRIS management required. Preference will be given to candidates that have exhibited strength in benefit administration; HRIS management, LOA management, and compensation administration.

- Requires the ability to multitask, work in a service-oriented environment, and show strong attention to detail, communication, and interpersonal skills. The ability to meet deadlines and facilitate the flow of information within the Authority. Proficient in MS Office Suite and HRIS systems.
- Working knowledge of all state and federal employment-related regulations.
- A well-organized individual who is a team player, possesses excellent communication skills, flexibility and is committed to the MCCA's Mission.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met 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.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK SCHEDULE:** The work schedule for this position is typically Monday-Friday 9am-5pm. On occasion, it may involve working extended hours to complete the job. The hours and days may fluctuate based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays.

**DRESS CODE** In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees

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