

Classification Description



Title: HR Enterprise Resource Planning Analyst
Department: Human Resources
Job Code: 1315
Pay Grade: JE
FLSA Status: Non-exempt

Bargaining Unit: Non-represented
Established: 3/2024
Revised:
EEO Category: Paraprofessional

CLASSIFICATION DESCRIPTION

The Human Resources (HR) Enterprise Resource Planning (ERP) Analyst classification is responsible for analyzing and improving Metro's HR business systems, including process improvement, system design, and potentially implementing a new HR software.

DISTINGUISHING FEATURES

The HR ERP Analyst is a single unit classification distinguished by involvement of policy formulation and evaluation within area of expertise or program area and/or by the level of responsibility to serve as lead over other professional staff. Incumbents in this classification are recognized as specialists in a specific program or functional area.

DUTIES AND RESPONSIBILITIES

1. Analyzes and improves HR business systems. Stays up to date on industry trends, best practices, and new technologies related to HR Systems.
2. Collaborates with cross-functional teams to gather requirements, design solutions, and implement changes.
3. Develops and organizes the work program for specific studies. Coordinates with staff to ensure timely completion.
4. Prepares reports covering complex analysis of various issues. Runs queries, compiles data, develops summary reports and presents results to Council, committees, boards, and commissions.
5. Develops, manages, and maintains databases, systems and software programs to specific area. Executes test plans and test cases to ensure system changes meet requirements and are error-free.
6. Participates in policy formulation. Prepares program area policy and procedure recommendations. Develops appropriate systems to incorporate recommendations.
7. Provides organizational support, research and materials for committees.
8. Provides end-user support, creates reports and queries, troubleshoots system issues, and escalates issues to management when necessary.
9. Develops and monitors program area budget to comply with Metro policies and goals. Develops financial forecasts and projections for annual budget and long-term planning.
10. Assures procedural and substantive compliance of all Metro contracts, grants, and purchases with public contract law and Metro code. Establishes processes for proper contract monitoring and reporting.
11. Reviews, interprets and monitors contracts and related documents. Prepares and assists with contract negotiations.

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It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in business administration, information technology or related field, and
- Three years of human resources, general administrative, governmental, or contract administration experience, or
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

"Special Requirements" and/or "Preferred":

- Two years of experience in a Business Analyst role.
- Background using PeopleSoft, or similar ERP software.

Knowledge, Skills and Abilities:

- Knowledge of HR principles, policies, best practices and processes.
- Knowledge of contract administration and policies.
- Knowledge of HR software and business applications.
- Knowledge of interpersonal skills, teamwork, and creativity. Skilled in attention to detail with the ability to maintain accurate documentation and maintain confidentiality.

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- Skilled in decision making, negotiation, use of discretion and problem solving.
 - Skilled in presentations and training.
 - Ability to organize and conduct complex research studies.
 - Ability to gather requirements and effectively communicate with stakeholders at all levels of the organization.
 - Ability to manage multiple projects and priorities in a fast-paced environment.
 - Ability to work independently and within a team environment.
 - Ability to perform essential duties and responsibilities.
 - Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
 - Ability to successfully pass the background check and screening requirements if required for the position.
 - Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from assigned Supervisor or Manager.

SUPERVISION EXERCISED

- May provide lead direction to professional and other staff within the program area.

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment, hardware and software is used.

WORK ENVIRONMENT

- Work is performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent basis.
- Minimal physical exertion. Frequent reaching walking, standing, lifting, stooping, or carry of equipment and materials. Lift and carry up to 10 pounds.
- Learned physical skill is required to perform keyboarding and 10-key functions.
- Changes in the performance environment require occasional upgrading of skills.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.