THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL HUMAN RESOURCES INFORMATION SYSTEMS ANALYST

Group-Section: Human Resources	**FLSA Status:** Exempt **Bargaining Unit:** ACE	**Salary Grade:** 56 **Job Code #:** YC46

JOB SUMMARY
This is the specialized advanced journey level performing Principal Human Resources Information Systems (HRIS) Analyst job duties.

DISINGUISHING CHARACTERISTICS
Positions at this level are recognized as technical experts in Human Resources Information Systems design, development and maintenance and are relied upon to provide expert consultation to meet user needs including recommending, designing, and coordinating both changes to business practices and specific technology solutions including new and developing industry models; and the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories.   The work product or service may affect activities, or the operation of other organizations.

 This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Expert: Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

Project Manager: Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Leads the performance of project staff, including contractors and temporary employees; develops training plans for project staff during development and for all users at implementation.

2. Recommends new software and hardware products; oversees deployment of new systems.

3. Oversees and provides training for Human Resource Information Systems applications, techniques, and methods.

4. Leads and develops orientation material and technical training for primary and secondary Human Resources Information Systems users.

5. Leads and develops standard and ad-hoc queries and reports, provides capabilities, and assists users in running reports.

6. Ensures that regularly scheduled processes and revisions to various functionality is accomplished. Develops a system to track, monitor and troubleshoot these tasks.

7. Reviews and approves other staff approaches and options to address user needs; revises and approves specifications for new or modified applications, work flows, and reporting requirements.

8. Works with customers to develop requirements to address business needs, which may include process mapping, process revision and facilitating meetings with users.

9. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field, and eight years of relevant experience; or four years as a MWD Senior HRIS Analyst (effective through June 2015).

Required Knowledge of: Human Resources Information Systems; applicable federal, state, local laws, and regulations; research methods and data analysis techniques; project management techniques; database design and management; and methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

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Required Skills and Abilities to: Monitor, troubleshoot, and resolve data management problems; lead, assign, direct and review work; facilitate communications between user groups and assigned project and consultant staff resulting in effective design, testing, and implementation of new and enhanced Human Resources Information Systems; prepare complete and concise system and user documentation, and instructions; explain systems to non-technical users; organize and manage personal work time to endure that completing demands of multiple projects are effectively handled; gather relevant data, analyze problems, evaluate alternatives and make appropriate decisions and recommendations; understand, interpret, explain, and apply rules, regulations, policies, procedures and applicable local, state and federal laws in assigned area of responsibility; exercise independent judgment and initiative within established guidelines; present recommendations clearly and logically; communicate clearly and concisely both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and operate office equipment including computers and supporting applications.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- Valid California Class C Driver License that allows you to drive in the course of your employment.

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.

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