The University of Akron
Classification Specification

Job Title: HRIS Administrator  
Job Function: Staff  
Job Family: Classified  
SOC Description: 4000 Business/Administrative Division  
Job Code: 44174  
Grade: 119  
FLSA: Non-Exempt  
Date: 5/15; 5/12; 1/07; 11/04

Job Summary:
Administer the employee record keeping process assuring compliance with federal, state, local, University and Union contracts/policy/regulations. Respond to questions related to employee personnel actions. Act as liaison for personnel actions to the office of the secretary to the BOT.

Essential Functions:
25%-30% Solve problems and perform troubleshooting duties. Respond to questions and information requests from campus departments, university employees and external community as related to employee actions.

25%-30% Organize, distribute and provide data entry and processing support for personnel actions, including but not limited to hires, transfers, salary changes, leaves and separations. Ensure deadlines are being met and audit system for accuracy. Ensure internal procedures are documented.

20%-25% Act as liaison to BOT office for personnel recommendations. Prepare the Full-time Personnel Action report for distribution to the Board of Trustees. Supervise the preparation of additional reports, notification letters/certificates of appointment, etc.

10%-15% Compile management and other statistical reports as needed (public records requests, ad hoc query requests, etc).

5%-10% Maintain a variety of HR system tables. Participate in system upgrades, testing and new module implementation as needed.

5%-10% Special projects as assigned.

Education:
Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:
None.

Experience:
Requires a minimum of 4 years work experience working with a data management system and general office procedures. Strong communication, customer service, problem solving and computer skills including spreadsheets, word processing and ad hoc query report writing required. Ability to be deadline and detail oriented required. Ability to maintain a high degree of accuracy in work required. Supervisory experience preferred. Knowledge of University structure preferred.

Leadership:
No authority or responsibility for the supervision of others.

Physical Requirements:
Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:
Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.

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