USC University of Southern California

HRIS Functional Manager
Job Description

JOB INFORMATION

Job Code:	165567
Job Title:	HRIS Functional Manager
FLSA Status:	Exempt
Supervisory:	Manages employees (varied levels) across departments on a project basis.; May oversee student, temporary and/or resource workers.; Trains employees on specific skills and tasks as required.
Job Family:	HRIS
Job Family Group:	Information Technology
Management Level:	5 Manager

JOB SUMMARY

Analyzes and identifies the organizational needs for Workday HCM and related HR applications. Works with vendors to design system specifications and functionality. Identifies, leads, and implements initiatives for improvements, enhancements, and new applications to the system. Analyzes requirements and works with users, stakeholders, management, and HRIS team. Supports production environments, conducts problem analysis and recommends resolutions. Manages projects using standard planning tools and methodologies. Has responsibility for quality assurance and progress evaluation of the project.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree		

Additional Education

Check here if experience may substitute for some of the above education.

X	Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		3 years		
	X	5 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

	Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated skills and knowledge in applications/systems development, business analysis, project management, and business process documentation, communication, and training.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to work effectively with all levels of stakeholders with excellent customer service and people skills.
X		Ability to identify problem, understanding business workflows and objectives, and construct and maintain detailed project plans.
X		Demonstrated ability to lead project teams and maintain quality assurance of project timeline and deliverables
X		Sound knowledge of documentation procedures and project management methodologies.
X		Ability to work independently on complex project activities.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Gathers, validates, and translates technological requirements into design and development specifications while providing product management. Acts as liaison between users, stakeholders, and the HRIS team. Formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems				
Assesses and documents technology requirements using standard techniques, e.g. interviews, workshops, surveys, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis, etc. Makes priority recommendations and advises on possible options, risks, and costs.				
Leads and directs project plans and teams engaged in the design, implementation and modification of information systems projects that span across functional organizations. Lead project meetings, prepares project execution plan, and identifies appropriate technical and business resources needed for the team. Ensures projects are completed on schedule, within budget, and meet technical and scope requirements of the assignment.				
Critically compiles and evaluates information gathered from multiple sources, reconciles conflicts and decomposes high-level information into details. Abstracts up from low-level information to a general understanding. Reconciles user requests with underlying essential or unstated needs.				
Reviews, modifies, and recommends database and system applications requirements. Possesses knowledge of business structures, direction and strategy, life cycle processes, and development practices. Provides management with monthly reports.				
Leads, monitors, and participates in testing efforts. Provides guidance, understanding, and feedback to HRIS analysts and other team members as required.				
Maintains currency with new technology development and trends.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)		Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____   _____   _____
Print Employee Name   Signature   Date

_____   _____   _____
Print Manager Name   Signature   Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,
duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.