

Saint Michael's College Job Description

Job Title: Human Resources Systems and Data Analyst

Department: Human Resources

Supervisor or Manager: Directors of Human Resources

Date Created: 7/1/2022

Last Revised: 7/12/2022

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Accurate and timely payroll services are provided to employees of the College
- HR data is managed, recorded, and extracted efficiently and accurately
- Inquiries to the department are answered quickly, courteously, and correctly, and unanswered questions are forwarded to the appropriate person
- A collaborative relationship focused on business process development, documentation, and efficiency is maintained with other subject matter experts at the Green Mountain Higher Education Consortium (GMHEC) and its partner schools

Essential Duties and Responsibilities:

- Organizes, analyzes, prioritizes, and problem-solves within a fast-paced office environment with frequent interruptions
- Promotes responsive, customer-oriented service in job responsibilities, exhibiting a commitment to anticipating, understanding, and responding actively and sensitively to customer needs
- Ensures proper adherence to procedure and policy in relation to payroll and for tax purposes, keeping up to date on changes in protocol requirements
- Maintains accurate and up-to-date worksheets, spreadsheets, and/or reports that monitor functions of both payroll and tax activity, keeping everything organized and easily accessible
- Provides oversight for the processing of the bi-weekly payroll, ensuring that changes are made accurately and in time for the payroll
- Researches complex issues of a legal and/or regulatory nature as they relate to payroll and employment eligibility and takes appropriate action
- In collaboration with the HR and GMHEC Payroll shared services teams, develops, monitors, and maintains payroll procedures, checklists, error trapping routines, and documentation that contributes to the efficient and accurate production of the payroll
- Provides training and oversight of the HR Coordinator, HR Generalist, and HR Specialist – Student Employment in the application of process, policy and procedure as it relates to HRIS and payroll and advises as well as consults the HR staff, managers, and supervisors regarding payroll policies and procedures
- In collaboration with GMHEC Payroll, provides information and training on tax, wage, and hour employment practices, and related subjects
- Provides problem solving and full technical support on the use of computer applications and data entry protocols and techniques to ensure accurate data capturing and reporting
- Acts as liaison to the GMHEC Payroll and Benefits shared services teams
- Provides excel reports to various constituencies, ensuring accuracy of data
- Analyzes data from reports in order to make data driven decisions
- Oversees the storage and maintenance of payroll records, timesheets, forms routing, and filing
- Prepares reports and supporting documentation for annual audits
- Assists Human Resources team and employees with resolving system related issues including monitoring progress on related support tickets
- Coordinates and oversees the team's Oracle HCM quarterly upgrade testing process
- Verifies accuracy of payment requests entered for payroll
- Reconciles hours and payments to be processed through payroll utilizing Oracle HCM generated Excel reports

- Verifies the set-up of new employees and status changes
- Communicates to impacted employees in a timely manner changes/corrections they will see in the payroll, clearly explaining the issue and resolution to the employee(s)
- Clearly communicates expectations to employees and supervisors with regard to timely submission of absences and timesheets and other compliance related issues
- Pays close attention to detail and performs data validations each pay cycle to ensure accurate payroll processing
- Initiates promissory notes for computer loans by determining eligibility and processes reimbursement and subsequent payroll deductions
- Oversees the processing of relocation reimbursements
- Tracks taxable benefits and ensures proper set-up in Oracle HCM
- Supports verifying wages for Dept. of Labor, Workers' Compensation, Social Security Administration and various banking institutions
- Manages unemployment claims and oversees the processing of quarterly payments
- Coordinates all workers' compensation claims, payments, and filings including communication with employee, supervisor, and insurance company
- Acts as a liaison to the Green Mountain Higher Education Consortium (GMHEC) by becoming a subject matter expert and participating in Community of Practice meetings, working to continuously create and improve business processes by leveraging our HRIS and colleagues at the other member institutions
- Coordinates the maintenance and updating of Human Resources, Benefits, and Payroll information on the College portal
- Performs monthly, quarterly, and annual audits of data
- Shows honesty and respect for responsibility in order to gain employees' trust by being fair, thorough, and available when needed
- Professionally handles confidential matters and information with appropriate discretion
- Collaborate with the HR team in identifying, examining, and addressing inequities and barriers in our human resources systems, practices, and procedures
- Participates in departmental and campus-wide learning opportunities to develop awareness, skills, and knowledge for supporting equitable and inclusive processes, interactions, and working environments for all employees
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals

Secondary Responsibilities:

- Provides backup support for other members of the Human Resources team as needed

Positions Supervised:

- None

Major Contacts:

- SMC and GMHEC employees
- Student employees
- Executive Assistant to the VPAA and Dean of the College
- Administrative Assistants
- Human Resources staff (including GMHEC payroll)
- Various housing and banking institutions verifying employment
- Workers' Compensation Insurance Company

Demonstrates Excellence:

- Possesses the ability to meet deadlines with efficiency, accuracy, and organization at a high level by anticipating, assessing and addressing competing needs through effective prioritization, and pivots when necessary
- Demonstrates the ability to use practical knowledge and insight to effectively delegate and motivate others
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity

- A role model for learning and practicing inclusive language that is critical to cultivating inclusion and belonging in the workplace
- Displays a commitment to continuous growth and development in supporting employees who carry identities historically excluded, undervalued, underrepresented, and minoritized
- Understands the impact, challenges, and barriers racism, inequities, bias, and systemic oppression have on prospective and current employees' access to equal and equitable opportunities for success
- Proactively offers assistance and suggestions for operational improvements
- Possesses excellent interpersonal and communication skills as well as the ability to work effectively with a wide range of constituencies in a diverse community
- Maintains extensive knowledge of human resources and payroll laws, processes, and procedures
- Is able to identify gaps in understanding and develops training documentation or opportunities to assist
- Enjoys and is adept at researching issues to gain different perspectives and understand options available

Education and Work Experience:

- Bachelor's degree or equivalent combination of education and experience
- 5+ years of Human Resources and/or Payroll and data entry experience preferred
- Highly proficient with/aptitude for technology and business processes
- Proficiency in problem solving, accounting and recordkeeping preferred
- Previous experience working with cloud based Human Resources Information Systems (Oracle HCM highly desired)

Analytic Skills:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required

Language and Literacy Skills:

- Reads and understands basic instructions. Conversational skills including responding to employees and co-workers as needed to ask questions, provide information, seek direction and plan work
- Ability to clearly communicate in writing (through email or the production of training and other informational materials, for example) is required

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- Highly proficient with Microsoft Excel required
- Experience working in Human Resources Information Systems, Cloud based preferred

Licenses, Certifications and Other Requirements:

- None required

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Human Resources Systems and Data Analyst, the employee is regularly required to sit and talk or hear and sometimes required to stand, walk, reach with arms and hands, and stoop, kneel, crouch or crawl.

Occasionally the employee may be required to lift and/or move up to 10 pounds. Specific vision abilities required for this position are close, distance, color, peripheral, depth perception, and the ability to adjust focus.

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 a disability to perform the essential functions.

Additional Requirements for the Job:

- A willingness to learn and an eagerness to keep up-to-date on matters of the Human Resources department
- Possesses a high level of patience and flexibility when staying beyond a normal work day is necessary in order to meet payroll deadlines
- Ability and willingness to fill in and take over others' tasks as needed – cross training

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.