



COUNTY OF SAN DIEGO
invites applications for the position of:

Human Resources Analyst-Human Resources Information Systems- 18243512HRIS

SALARY: \$62,400.00 - \$87,588.80 Annually

OPENING DATE: 01/02/19

CLOSING DATE: 01/11/19 11:59 PM

JOB SUMMARY:



The County of San Diego's Department of Human Resources is seeking highly motivated individuals with strong technical and analytical skills for Human Resources Analyst – Human Resources Information Systems (HRIS).

The HRIS Analyst is the subject matter expert and functional lead for the organization, responsible for the continuous improvement of Enterprise HR processes. The HRIS Analyst will collaborate with subject matter experts in Human Resources and business unit leaders to configure the system, implement new functionality, and ensure that appropriate legal, policy and business processes are followed.

In addition, this position is responsible for general oversight of HR information in PeopleSoft, writing queries, preparing ad-hoc, scheduled, and compliance reports, data analytics and serving as a resource for process-improvement tasks and special projects. These services are provided with a high level of customer service to County operating departments, offices, and agencies.

The ideal candidate will demonstrate:

- strong analytical skills and great attention to detail
- knowledge of functional attributes of an HRIS (PeopleSoft, Workday, Success Factors)
- ability to work and learn in a fast-paced environment
- ability to take initiative and handle multiple assignments at once

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency **AND** three (3) years of professional human resources experience. Professional experience working with HRIS is considered qualifying.

Notes

A master's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in any of the fields described above may substitute for one (1) year of the required experience; OR, additional years of experience as described above may be substituted for the education requirement on a year-for-year basis.

ATTACHMENTS

For your education and/or certifications to be considered, you must attach a copy of your degree, transcripts, diploma, foreign equivalency report and/or certifications to your application. Required attachments submitted on or after February 29, 2008 do not need to be resubmitted. Please submit only the documents required. Additional documentation such as awards, letters of recommendation, unsolicited certifications, etc. will not be added to your application file.

EVALUATION

Qualified applicants will be placed on a **twelve (12) month** employment list based on scores received during the evaluation of information contained in their employment and supplemental applications.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. Click here for more information www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any **county**, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.SanDiegoCounty.Gov>

5530 Overland Ave., Suite 210
San Diego, CA 92123
(619) 236-2191
(866) 880-9374
processunitemail.fgg@sdcounty.ca.gov

Position #18243512HRIS
HUMAN RESOURCES ANALYST-HUMAN RESOURCES
INFORMATION SYSTEMS-18243512HRIS
KS
