



Bay State Milling Job Description

Job Title: HRMS Systems Analyst
Department: Human Resources
Reports To: Senior Manager HRMS
FLSA Status: Exempt
Prepared By: Human Resources
Date Revised: 6/1/2018

Summary

The primary focus of this position is the support the implementation efforts and the maintenance of the human resource management system (HRMS). The HRMS Systems Analyst is responsible for understanding, and documenting systems, databases, and processes that make up the technical environment for the Human Resources department. This position serves as a technical point of contact for assigned functional areas and assists subject matter experts with ensuring data integrity, testing of system changes, the implementation of new modules, report writing and analyzing data flows for process improvement opportunities. The HRMS Systems Analyst also supports end-to-end system testing and other technical projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- **System Maintenance:** Assists in the review, testing and implementation of HRMS changes and additional capabilities and modules.
- **Database Knowledge:** Maintains a general understanding of the various databases, systems, programs, policies, business processes, resource constraints and contractual requirements to facilitate appropriate data gathering, reporting and data interpretation. Monitors changes to determine their impact on data gathering and analysis.
- **Production Support:** Provides support for HRMS, including researching and resolving HRMS problems, unexpected results or process flaws; performs scheduled activities; recommends solutions or alternate methods to meet requirements.
- **Processes:** Quickly learns the many modules and aspects of the system, the processes, data, workflow, well enough to document how the system works.
- **Projects/Process Improvement:** Recommends process improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation. Serves as a key liaison with third parties (Ultimate Software,

Wise Consulting) and handling of payroll data feed with vendors. Uses project management skills in managing projects. May provide overall project management for a given HR initiative.

- **Reports/Alerts:** Writes, maintains and supports a variety of reports or alerts with queries using appropriate reporting tools. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries, audits and analyzing data.
- **Training:** Develops user procedures, guidelines and documentation. Trains users on new processes/functionality. Trains new system users.
- **Individual Development:** Maintains awareness of current trends in HRMS with a focus on product and service development, delivery and support, and applying key technologies. Examines trends in information systems training, materials and techniques. Through classes, reading, UltiPro University or other mechanisms, continuously increases both HR knowledge and HRMS application/tools knowledge. Participates in user group meetings/conferences.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and EXPERIENCE

- Bachelor's degree in computer science or related field or equivalent work experience.
- Three to five years of HRMS or HR generalist or specialist experience.
- One to two years of demonstrated project management experience.
- One to two years of report-writing experience.
- Systems implementation experience.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

LANGUAGE SKILLS

Ability to read and interpret documents and procedure manuals. Ability to write grammatically accurate routine reports and correspondence. Ability to effectively and tactfully communicate with customers and employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates and percentages.

REASONING ABILITY

Ability to apply commonsense understanding to accurately carry out instructions furnished in written and oral form. Ability to deal with Human Resources issues confidentially.

OTHER SKILLS AND ABILITIES

Must be detail-oriented, analytical and be able to work independently. Ability to use computer programs including Payroll Software, HR Software, word processing and Excel. Experience with Ultimate Software, IBM Cognos Business Intelligence, MS Project, Visio or PowerPoint a plus. Must be willing to attend seminars to stay abreast of current federal and state guidelines and laws that affect the Human Resources Department.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Some travel may be required but is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.