

Columbia Southern University
Job Description

Job Title: HRIS Manager

Department: Human Resources

Reports to: Director, Human Resources

FLSA: Exempt

Hours: Monday through Thursday 8:00 AM to 5:00 PM and Friday 8:00 AM to 3:00 PM (extended hours when requested)

Location: Orange Beach, AL

Job Summary

The HRIS Manager is primarily responsible for overseeing the Human Resources Information System (HRIS) APS and other HR functions to include payroll, 401k administration, compensation, and HR Metrics.

Essential Job Tasks *Additional duties may be assigned.*

1. Manage the Human Resource database by working with HRIS staff to develop processes to ensure accurate and up to date information.
2. Calculate relevant HR metrics by tracking data, creating reports to measure the performance of the HR department & organization.
3. Develop & maintain compensation ranges by researching market data to ensure competitive pay for the organization.
4. Ensure compliance with employment laws by researching trends & changes in laws, maintaining consistent policies, and providing support to mitigate legal risk.
5. Manage faculty & staff payroll by processing payroll batch on a scheduled basis, answering questions and resolving issues, confirming information is accurate and up to date to ensure staff are paid accurately and on a timely basis.
6. Administer the 401k for the university by providing staff with information on our retirement plan, ensuring the plan is funded appropriately, aiding with the annual 401k audit, and assisting staff with enrolling and withdrawing from the plan to ensure the information accurate and compliant with plan standards.
7. Promotes, maintains, and enhances workplace culture within the department and university.

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.

Knowledge, Skills, & Abilities

Knowledge

1. Personnel and Human Resources - Knowledge of principles for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
2. English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
4. Law & Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process
5. Clerical - Knowledge of office administrative procedures including word processing, managing files and records, typing, and other office procedures.
6. Computer- Knowledge of basic computer processes including word processing, web browsing, and Microsoft Office including Basic Microsoft Excel.
7. Mathematics - Knowledge of basic mathematics.

Skills

1. Critical Thinking - Uses logic and reasoning to look at different types of information in order to make conclusions and work through problems.
2. Reading Comprehension - Understanding written sentences and paragraphs in work-related documents.
3. Interpersonal Skills - Communicates and interacts with people effectively while being aware of social perceptions.
4. Time Management - Manages one's own time to accomplish assigned tasks.
5. Attention to Detail - Thoroughness and accuracy when accomplishing a task ensuring all aspects are reviewed.

Abilities

1. Written Comprehension - The ability to read and understand information and ideas presented in writing.
2. Written Expression - The ability to communicate information and ideas in writing so others will understand.
3. Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
4. Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
5. Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.

Education & Experience

1. Bachelor's degree in Human Resources Management or Business required, or relevant experience equivalent to four years in HR.
2. Three (3) to five (5) years of HR experience required.
3. SPHR or PHR certification preferred.

Equipment Used

1. Office equipment including computers, telephones, printers, faxes, and copiers.
2. Software used includes Microsoft Word, Excel, Outlook, Blackboard, and internal database software.

Work Environment

Works primarily within a climate-controlled environment within an office setting mostly sedentary with frequent sitting, occasional walking and lifting, and frequent near vision use for reading and computer use. The noise level is generally moderate.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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