



HRIS Analyst I

Are you looking for a new job with great benefits and pay? Come join us at Fresno County EOC.

This position will be responsible for entering and maintaining accurate employee information into the HRIS. Reviews all employee forms to confirm accuracy, identify inconsistencies and obtain clarification as necessary. Recommends appropriate actions based on information gathered through research. Develops and maintains routine and custom reports from HRIS. Maintains the confidentiality and security of data accessed during the course of daily activities. Performs bi-weekly interfaces to payroll. Identifies and resolves any issues that may arise. Works as a liason with IT to assist with troubleshooting and recommends appropriate solutions. Conducts periodic quality control audits by running reports to identify discrepancies and missing data. Maintains and updates Training Manual for HRIS system as changes occur. Assist in testing version upgrades of HRIS software applications and assist with training of staff as needed. Assist HR Management staff with creating and presenting training programs. Assist Sr. HR Analyst with agency analysis, job descriptions and salary surveys. Completes weekly and quarterly. Provides assistance, and coverage as needed to front desk. Works with other HR staff to coordinate and facilitate employee workers' compensation safety and incentives, wellness events, employee events and recognition programs. May be required to travel to various locations. Explains policies, benefits and procedures to employee and/or supervisor and assist with the completion of appropriate paperwork.

High School Diploma or equivalent required. Bachelors degree or PHR/PHR-CA preferred.

Three years experience in Human Resources.

Minimum of 2 years experience with HRIS system.

Knowledge of principles and practices of personnel administration, federal and state laws, rules and regulations pertaining to the administration of human resources.

Experience working with MS Word, Excel or similar software programs.

Excellent problem solving, time management, analysis, design, project management and facilitation skills.

Excellent verbal and written communication skills and be able to perform public speaking activities.

Able to work well in a team environment.

Ability to maintain confidentiality.

Ability to work independently with reasonable supervision.

Valid California Driver's License. Proof of Automobile Insurance.

Visit our website to learn more and download an application: <http://www.fresnoeoc.org/career.html>

At EOC we are proud of our commitment to our employees. We offer full time employees excellent benefits, including:

Paid Time Off

- Paid Vacation
First 2 years: accrue 3 weeks annually
Third year and thereafter: accrue 4 weeks annually
- Paid Holidays
13 holidays per year
- Paid Sick Leave
12 days per year

Insurance Benefits

- Excellent group health, dental, vision and life insurance.

Retirement Benefits

- Pension Plan
After 2 years of service Fresno County EOC contributes 5% of your compensation.
- Tax Sheltered Annuity
All employees have the opportunity to save for retirement through a voluntary, self-directed tax
- Sheltered Annuity Program