



Job Specification

Job Title: HRIS Specialist
BCAT Code: 510X GV
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides clerical and administrative support of HR Information System and Records functions. This includes setting up new hires or rehires in HR system, setting up direct deposit information, filing records, monitoring submitted performance reviews, etc.

Examples of Duties

- Functions as the backup to support Payroll Specialists.
- Sets up records for individuals in the HR Information System.
- Monitors performance evaluations and other HR related information for recording.
- Provides customer service.
- Provides data reports as needed.
- Coordinates written employment verifications.
- Assists with the production of campus directory.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of HR functions and information systems, practices, and procedures.
- Knowledge of computer operation and software (spreadsheets, word processors, presentations, databases, etc.).
- Ability to multi-task, and provide excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers

Minimum GSU Hiring Standards

A bachelor's degree in a related field, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.