CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assembly Rules Committee, Human Resources
Classification: Human Resources Information Systems Consultant
Posted: July 20, 2022

Hours: Full-time (35 hours/week)
Position Location: Sacramento

Position Summary: Under the supervision of the Human Resources Director, the primary focus of the Information Systems Consultant is to serve as a technical point-of-contact who works with assigned subject matter experts for function areas in Human Resources and Legislative Data Center (LDC) Business Application Services to ensure efficient maintenance and operation of Human Resources Information Systems (HRIS) and procedures.

Duties and Responsibilities:
- Operate as the liaison between Human Resources Department, Legislative Data Center (LDC) Business Applications Services, and Assembly Rules Technology Department to support reporting, data analysis, payroll administration, employee relations, and project management needs
- Act as a project manager for the development of new or revised Human Resources Information Systems, processes and related procedures in collaboration with Assembly Rules Technology Department
- Assist in designing and developing reports, metrics and analysis to help drive key business decisions
- Operate as the in-house Oracle system expert to assist with maintenance including testing and implementation of system patches and upgrades, develops plans and leads team on testing and implementation of system upgrades and modifications
- Oversee bi-monthly payroll administration

- Conduct training, including developing user procedures and guidelines
- Recommend process improvement and innovative solutions or procedure changes that must be approved by appropriate leadership prior to implementation
- Design and develop ad-hoc reports, standard reports, and/or dashboards utilizing data from Oracle and other platforms to provide meaningful and accurate data
- Work collaboratively with peers and coworkers to achieve stated objectives
- Identify, analyze, and interpret new employment laws or requirements that impact payroll, benefits and retirement, and/or fiscal data
- Investigate and perform root cause analysis of data gaps and inaccuracies
- Participate in and perform testing of new systems, review reports and/or files for accuracy and proactively raise issues or errors to direct supervisor
- Perform other duties as required or assigned

Skills and Abilities:
- Minimum 3 years of specialized experience in Human Resources Information Systems (HRIS) and/or HR/Payroll data and/or technology project coordination
- Knowledge of payroll process and administration, benefit procedures such as eligibility and enrollment rules, relevant statues
- Proficiency w/ MS Office, particularly Excel, PowerPoint and Word
- Strong organizational skills, attention to detail, customer service and a commitment to excellence
- Ability to work effectively in a collaborative atmosphere and react quickly to changes and shifting priorities
- Ability to take initiative to strive for improvement in analytics techniques, process, and output
- Ability to work effectively in both an individual and team dynamic (cross-functional teams)
- Excellent verbal and written communication skills
- Demonstrates high integrity and ethics when handling confidential information

Preferred Skills and Abilities:
- Strong knowledge of Oracle
- Experience providing consultative support for organization leaders, translating business requirements into logical solutions and providing data supporting recommendations or trends
- Demonstrated experience in project management

- Knowledge and experience with application system projects, system maintenance, and support
- Knowledge of research methods, data collection and statistical analysis

Contact: Please send a resume and cover letter to Human.Resources@asm.ca.gov.