



Department of Employee Relations

Cavalier Johnson

Mayor

Harper Donahue, IV

Director

Molly King

Employee Benefits Director

Nicole M. Fleck

Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: March 26, 2024

Employee Relations

Current	Recommended
New Auxiliary Positions	HRIS Auditor PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (Two Auxiliary Positions)

Note: Residents receive a rate that is 3% higher.

Background

The Department of Employee Relations (DER) has requested the initial classification of two new positions added to the Classification Division to support the work of the Enterprise Resource Project (ERP) which will implement the new Workday software program. A new job description was provided.

Responsibilities and Requirements

Under the direction of the Functional Applications Administrator, the HRIS Auditor audits all data required for the proper operation of the City's Human Capital Management System (HCM) to ensure the timely and accurate processing of payroll, personnel, and benefits transactions. The auditing staff in the Department of Employee Relations, is the final authority ensuring compliance with the provisions of labor agreements and ordinances covering sworn personnel, non-represented personnel, and management. This HRIS Auditor serves to ensure the accurate processing of payroll and personnel transactions Citywide and serves as a resource to department payroll and Human Resources staff.

40% HRIS Auditing:

- Audit complex pay and personnel HRIS transactions (500-1000 per pay period; with outliers at 2000+ per pay period)
- Verify and reconcile records in accordance with (but not limited to):
- City Service Commission/Fire and Police Commission Rules
- City Ordinances
- DER and Comptroller payroll procedures
- Personnel Action Forms
- Labor Agreements
- Fair Labor Standards Act
- Request entries be made or corrections to existing entries be made to insure HRIS data is accurate, reliable, and in compliance.
- Create, run, and maintain queries in HCM to be used to analyze and resolve biweekly transaction problems.

- Audit HCM HR tables including updates to job code table, position table, and maintain and audit the salary grade tables, etc.

30% Citywide HRIS Transaction Support:

- Process inquiries received via the DER Pay Services email distribution list.
- Act as an informational resource to citywide department staff in making HRIS transactions.
- Provide basic training and guidance in accordance with the curriculum, procedures, and policies set by the Functional Applications Administrator.

20% Complex Pay System Implementation and maintenance:

- Provide support to City department staff and the Functional Applications Administrator in the functional application/maintenance of city pay practices including:
- Rates of pay, Salary at Time of Appointment, Salary Adjustments, Salary Anniversary Dates, and Longevity Incentive Pay, Promotions and Special Pay Practices, Demotions, and other Supplemental Pay Practices.
- Job Study Implementation
- Mass Rate Changes
- Seasonal Service Credit Calculations

10% Research and analyze data as requested to assist with special reports for projects as needed.

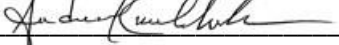
Minimum requirements include four years of progressively responsible payroll experience in a complex environment, including at least one year of experience performing complex functions in PeopleSoft HCM. A bachelor's degree in business administration, accounting, mathematics, psychology or equivalent may be substituted for up to two years of experience. Competencies include knowledge of mathematics and accounting related to complex payroll functions; ability to make accurate calculations.

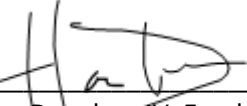
Analysis and Recommendation

These duties, responsibilities, and requirements are currently comparable to the work performed by the HRIS Audit Coordinator in pay range 2JX. Based upon this comparison, the recommendation is to classify these two new positions as HRIS Auditor in Pay Range 2JN (\$66,154 - \$92,612) with a minimum rate of \$76,222.

Action Required – Effective Pay Period 09, 2024 (April 14, 2024)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director