

## UW HEALTH POSITION DESCRIPTION

### POSITION SPECIFICS

Title: HRIS Data Specialist		Department/Number: Human Resources - HRIS/63080	
Reports to: Director, HRIS			
Job Code: 350042	FLSA Status: Non-Exempt		
Approved By: D Jerabek Date:11.2016		Approved By: K Sawyer Date: 11.2016	

### POSITION SUMMARY

As a member of the HRIS team, the HR Data Specialist is responsible for providing administrative and customer service support in the areas of HR data entry, records management and reporting. Duties are performed under general supervision. The incumbent will provide comprehensive, professional customer service, accurate data entry, information dissemination, scanning and indexing of personnel and benefit files, and audit functions. Collaborates on process improvement for their areas of responsibility, as well as policy and procedure documentation for the HRIS. Performs all duties in accordance with the HR competencies, Human Resources strategic plan and related initiatives, and in compliance with UW Health, local, state and federal rules, regulations and guidelines. Additionally, assists with events and other projects as needed.

### MAJOR RESPONSIBILITIES

#### HRIS Data Entry and Analysis for UW Health staff and Physicians

##### Overall:

- Serves as resource for HR data information for all areas and levels within UW Health
- Uses problem-solving skills to untangle HR data management issues and understands dataflow and takes action to resolve downstream issues
- Works with managers, directors, HRIS, IS, Recruitment, Benefits and Payroll to resolve data issues

##### New Hire/Rehire/Job Change Entry:

- Upon receiving new hire, rehire, transfer notifications review to insure consistency and accuracy based on policy and guidelines for each organization and employee type (HC Reg, HC Temp, MF Staff, MF Physician, etc)
  - Reviews movement guide to ensure accurate coding of employee movement
  - Review/Update Position Data prior to New Hire entry, to determine if incumbent is impacted, and create new position if required, understanding the relationships between Job data and Position data.
  - Reviews Benefit Program assignment, works with Recruitment and Benefits on any data discrepancies
  - Troubleshoots and resolves any inconsistencies with hiring manager, recruiter, HR consultant, compensation analyst, etc.
- Troubleshoot Taleo data file issues and work with HRIS Analysts, IS Analysts to resolve
- Enter NEO enrollment
- Work with Recruitment on changes to hire dates, transfer dates, Term due to EHS, BID or other issues that prevent the hire
- Support and train Recruitment on impacts of data issues

##### Termination Entry:

- Process timely terminations
- Follow up on late terminations with managers to ensure they are aware of the policy requirement
- Work with Payroll and Benefits on late terminations that caused incorrect payments

##### HR Data Updates:

- Enter FTE, Department and Supervisor/Manager changes, ensures adherence to FTE committee guidelines
- Enter other required HR data as required (license, certification, education, etc)
- Work with Nursing and other departments on newly required license, certification, education requirements
- Develop process to monitor license expirations, work with departments to update required license and certification data in PeopleSoft and scan to OnBase
- Work with downstream teams (Comp, Benefits, Payroll) if there are data issues or corrections
- Work with managers to ensure the given request is understood or provide instruction on required forms when they need assistance

## UW HEALTH POSITION DESCRIPTION

### Auditing/Reporting

- Perform audits of data entry
- Performs audits of personnel file and benefit file requirements
- Assist with reports and queries as requested

### Records Management

- Set up and maintain filing system for personnel and benefits files according to established guidelines.
- Perform filing, retrieval and archiving of critical HR department files, including personnel files.
- Prepare files for Joint Commission surveys, compliance requirements, etc
- Prepare files for off-site storage, coordinating shipment and retrieval of file upon request.
- Maintain database of files stored off-site and retrieve as needed.
- Assist new OnBase users within HR and external to HR with training, procedures, guidelines
- Work with HRIS analysts and IS to design, test and implement broader OnBase functionality for HR
- Create and maintain documentation and procedures for file maintenance procedures

### Other Duties

- Document and maintain HRIS Data Specialist procedures and guidelines
- Assist in training and providing guidance to new HR Data Specialists
- Assist with special projects as needed
- Partner with HRIS and IS to implement process improvements whenever possible to automate and ensure greater accuracy
- Perform responsibilities demonstrating the HR competencies
- Assist with Recruitment training on data requirements

**All duties and requirements must be performed consistent with the UW Health Performance Standards.**

<b>Education</b>	Minimum	Graduate from High School or equivalent
	Preferred	Associate Degree and/or Bachelor's degree
<b>Work Experience</b>	Minimum	Two (2) years experience in an office environment to include at least one year of entering data into or reporting out of a major enterprise system.

## UW HEALTH POSITION DESCRIPTION

	Preferred	One (1) year administrative experience in human resources
<b>Required Licenses/Certifications</b>		
<b>Required Skills, Knowledge, and Abilities</b>		<ul style="list-style-type: none"> <li>• Attention to detail and accuracy.</li> <li>• Ability to establish and maintain effective working relationships with all internal and external customers ensuring a high level of customer satisfaction.</li> <li>• Ability to maintain confidentiality of any and all information encountered.</li> <li>• Ability to communicate effectively, both verbally and in writing, to both internal and external customers.</li> <li>• Ability to analyze and interpret data</li> <li>• Demonstrated ability to develop and initiate process improvements</li> <li>• Extensive experience working with spreadsheet, word processing and database software, with knowledge of People Soft preferred</li> <li>• Excellent organizational, prioritization, time and project management abilities.</li> <li>• Ability to be self-directed in accomplishing coordination and decision making responsibilities.</li> <li>• Ability to operate office equipment.</li> <li>• Ability to create a trusting, positive and supportive work environment.</li> </ul>

## AGE – SPECIFIC COMPETENCY

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. **N/A**

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

### Job Function

Review the employee's job description, and identify each essential function that is performed differently based on the age group of the patient.

N/A

## PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>X</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg	<b>Negligible</b> or constant push/pull of items of negligible weight

## UW HEALTH POSITION DESCRIPTION

	negligible amount, a job is in this category when it requires walking or standing to a significant degree.		controls	
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

### Work/Environmental:

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.