

UW HEALTH JOB DESCRIPTION

HRIS Data Coordinator

Job Code: 350035	FLSA Status: Non-Exempt	Mgt. Approval: D. Jerabek	Date: April 2022
Department: HR - IS		HR Approval: S. Whitlock	Date: April 2022

JOB SUMMARY

Under the general direction of the HRIS Director, the HRIS Data Coordinator is responsible for supporting UW Health Human Resources by developing, documenting, and coordinating HRIS transactional data management including the Position Requisition, Position Management, Hire, Rehire, Transfer, Department, FTE and Manager change processes for both employees and non-employees for the HRIS Data Management team. The Data Coordinator will assess and manage workload for the HRIS Data Specialists, document procedures and ensure the maintenance and integrity of system data. The HRIS Data Coordinator will work to continually improve processing within the team and cross-functionally across HR and other operational areas. This position will serve as a lead and coordinator for the HRIS Data Management team and will report to the HRIS Director.

MAJOR RESPONSIBILITIES

- Coordinate workload and resource allocation for HRIS Data Management team responsibilities.
- Develop and implement processes and procedures to foster accurate data management. Work with HR teams to develop, implement, and maintain streamlined data management processes and maintain procedural documentation.
- Maintain and ensure compliance with organizational approval guidelines for HR Data processes; review and approve or reject all transactions for accuracy and conformity to guidelines.
- Serve as advisor for the Position Control Committee, work with HR and Budget teams to develop, implement, and maintain streamlined position approval processes and maintain procedural documentation.
- Using tools, strategies, and problem-solving skills to resolve HR data management issues, understands dataflow, and take action to resolve downstream issues.
- Provide guidance and assistance to leaders as necessary when submitting position requisitions and employment change forms to HRIS.
- Partner with cross-functional teams to implement process improvements whenever possible to automate and ensure greater accuracy.
- Serve as liaison to the Graduate Medical Education office and Nursing Administration for HRIS data management, communicate upcoming Oracle updates, procedural changes, process improvements, etc.
- Assist with testing of new Oracle functionality or regression testing of existing functionality as needed.
- Assist in the identification and troubleshooting of Oracle system issues.
- Prepares reports for position data and employee data in response to requests from users within Human Resources and from users in other departments.
- Participates on HRIS team, interdepartmental committees/subcommittees, focus groups and meetings.
- Assist in training and providing guidance to new HR Data Specialists.
- Assist with special projects as needed.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate's Degree in Human Resources, Business, IT, Accounting, Finance or related field. Two (2) years of relevant work experience will be considered in lieu of degree.
	Preferred	Bachelor's Degree in Human Resources, Business, IT, Accounting, Finance or related field.
Work Experience	Minimum	<ul style="list-style-type: none"> • Demonstrated success in HR data management • Demonstrated success in relationship building within the team and with internal and external customers • Demonstrated success in process improvement • Demonstrated success in mentoring team members
	Preferred	<ul style="list-style-type: none"> • Demonstrated success in leading/coordinating a small team
Licenses & Certifications	Minimum	
	Preferred	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Process Improvement Customer Service Written and Verbal Communication Process Documentation Leading without authority Report interpretation Data analysis Skills in Microsoft Word, Excel 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
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. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
			Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	Up to 10#	Negligible
	Light: 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 negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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.