

UW HEALTH JOB DESCRIPTION

HRIS Project Coordinator

Job Code: 350037	FLSA Status: Exempt	Mgt. Approval: D. Jerabek	Date: February 2020
Department: HRIS		HR Approval: J. Tokarski	Date: February 2020

JOB SUMMARY

Under the general direction of the HRIS Director, the HRIS Project Coordinator is responsible for Payroll and HR systems and process design, Payroll and HR systems configuration, data standards, reporting and analytics. This position assists the HRIS Director and partners with Information Services in researching, analyzing and coordinating and leading system implementation, enhancements and upgrade projects.

The HRIS Project Coordinator makes suggestions to the design of the Payroll and HR systems in support of human resources and payroll administration and projects, continually monitors information needs for future development and serves as the lead liaison with Information Services, internal Payroll and HR customers, UW Health departmental, customers and vendor staff to resolve problems.

This position prepares complex reporting solutions, analytics and ad hoc or recurring reports from multiple HR data sources using Oracle Cloud BI Publisher, PS Query, SQL, Access, Excel, etc.

In addition, this position will assist in training and mentoring the HRIS Analyst in basic and advanced reporting methods, system integration, system configuration, and troubleshooting methods.

MAJOR RESPONSIBILITIES

1. Provides full-cycle project management for small to mid-scale projects in conjunction with Payroll, HR, IS and departmental leaders to provide solutions to a variety of UW Health business operation and HRIS needs.
2. Serves as liaison between Payroll, Human Resources, Departmental users and Information Services. Partners with Payroll and HR to define and identify business requirements and potential solutions then works with I.S. to further refine solution, develop, test and implement.
3. Proactively identify new trends and technologies for possible implementation within UW Health, and make recommendations on replacing or improving existing ineffective systems or processes.
4. Works on problems of various scopes where analysis of issues or data requires a review of identifiable factors; exercises significant judgment within defined procedures and practices to determine appropriate action; recommends changes to existing procedures and practices based on analysis of data.
5. Mentors HRIS Analysts on systems/database relationships, data flow and dependencies, query and reporting concepts and development.
6. Provide demonstrations of new functionality, new systems, and prototypes of new solutions to Payroll, HR and/or Departmental leadership.
7. Cross trains with others on the team to provide maximum flexibility within the team and facilitating optimal customer service to end users.
8. Oversees the Oracle Cloud HCM data tables, structures, files and interface requirements. Ensures the integrity of the HR data system.
9. Develops data integrity protocols between Payroll, HR and departments internal HCM as well as protocols between Oracle Cloud, other HR systems, and external business partners.
10. Responds to requests for surveys and labor statistics to other colleges, government agencies, and professional associations.
11. Develops data analytics and statistics, utilizing a variety of reporting tools, dashboard tools, and data sources to deliver actionable data to UW Health leadership.

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12. Prepares ad hoc and recurring reports for employee data contained in the HRIS and/or other Payroll and HR data sources in response to requests from users within Human Resources and from users in other departments within UW Health and works with requestors to refine reporting requirements to ensure the underlying business needs are met.
13. Develop materials for user training and education, partner with SME and PMOD on user support materials.
14. Provides end user support on HRIS supported systems.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Business or IT (or equivalent work experience will be considered in lieu of a degree)
	Preferred	
Work Experience	Minimum	3 Years of work experience in query writing, data interpretation, and report creation to include working with subject matter experts to identify functional requirements and translating those in conjunction with IS into clear and actionable technical specification
	Preferred	Experience working with Oracle Cloud, Agility, other HCM and Payroll systems
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Report writing/interpretation • Database query creation • Project Management concepts • System documentation • End user training • Data analysis • HRIS/database management • Skills in Microsoft Word, Excel, and Access • Customer service • Requirements gathering

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,

<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 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. *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
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	Negligible

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	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	Negligible or constant push/pull of items of negligible weight
	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#	Negligible-10#
	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#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
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.