

**JOB TITLE: DIRECTOR HRIS**

**JOB FAMILY : INFORMATION TECHNOLOGY**

**BAND : I**

**FLSA : EXEMPT**

**JOB CODE : 11842**

**MAIN FUNCTION :**

Consistent with the minimum established evaluation factors stated on the reverse side:

Responsible for managing and leading the human resource information system. Will work closely with campus partners to ensure that the HR data is captured accurately and integrity is maintained.

**ESSENTIAL DUTIES & RESPONSIBILITIES :**

Perform many simultaneous and interconnecting activities in planning, facilitating, and supporting HRIS. This includes defining and facilitating appropriate policies, campus-wide standards, plans, and controls for the human resource information system.

Direct and lead the department functions of the human resource information management systems.

Work collaboratively and negotiate as needed to ensure the effective identification and resolution of issues having very complex systemic genesis or impact, and to avoid competing with or jeopardizing other established organizational or institutional priorities.

Lead the design of all HRIS needs to ensure accurate data capture that promotes prudent compliance and enables comprehensive reporting.

Oversee and ensure accurate documentation process manuals are designed and updated for all HRIS processes.

Work with the Vice President for Human Resources in formulating organizational policies and procedures; plan for strategic and tactical research, planning, and developmental activities.

Lead, direct and ultimately responsible for the review, testing and implementation of HRMS system upgrades or patches.

**JOB PROFILE :**

MINIMUM EDUCATION : Master's degree or equivalent.

MINIMUM EXPERIENCE: More than 10 years of experience or equivalent.

IMPACT: Accountable for activities which have a significant impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts involve high-level interaction on matters which are of considerable diversity and may involve University activities that are highly sensitive or confidential.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: None to limited contact with students.

SUPERVISION GIVEN: Responsible for providing broad supervisory direction to senior managers across the entire institution.

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment.

LEVEL OF DECISION MAKING : Responsible for making decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect more than one college, school, administrative unit, etc.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***