BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Human Resources Generalist – HRIS Administration

DEPARTMENT: Human Resources

FUNCTION: Performs HRIS administration; evaluates, analyzes, designs and maintains Colleague (DATATEL) system. Develops and prepares ongoing general and ad-hoc reporting for all related human resources functions and activities. May assist with various HR functional activities including benefits, pension, FMLA, Compliance, administration of collective bargaining agreements, policies and procedures, employee relations, performance management, recruitment and new employee orientation. Participates in the development, prioritization and execution of selected HR and College initiatives aimed at supporting talent acquisition, performance management, engagement/retention of staff, etc. Develops and maintain client partnerships to effectively achieve business results through HR activities.

REPORTS TO: Director of Human Resources

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Performs HRIS administration; evaluates, analyzes, designs and maintains Colleague (DATATEL) system.
2. Assists in identifying new HR needs and the software products to fulfill these needs.
3. Coordinates with Information Technologies for technical support, solutions and program modifications.
4. Develops and prepares ongoing general and ad-hoc reporting for all related human resources functions and activities including but not limited to benefit costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, Affirmative Action/EEO, compensation and promotions, etc.; makes alterations to existing HRIS programs to identify, gather, and analyze data and key metrics to inform actions and decisions.
5. Participates in the development, prioritization and execution of selected HR and College initiatives, goals and objectives aimed at supporting talent acquisition, performance management, development, engagement/retention of staff, and/or other areas of focus.
6. May assist with various HR functional activities including benefits, pension, FMLA, Compliance, administration of collective bargaining agreements, policies and procedures, employee relations, performance management, recruitment and new employee orientation.
7. Recommends new approaches, policies and procedures to effect continual improvements in the efficiency of the department and services performed.
8. Maintains and expands knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management; identifies trends that could impact organizational objectives and/or operational resources.
9. Performs additional tasks or duties as assigned by the Director of Human Resources or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Colleague (DATATEL) proficiency highly preferred with advanced HRIS and reporting skills with strong process orientation. Demonstrated ability to employ a balanced and positive approach to all work activities, especially when dealing with employee and management issues. Possesses and applies knowledge of Compliance, employment law and related federal and state regulations. Has intermediate proficiency in the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in a related area is required; Master’s Degree is preferred

Experience: Minimum of 5 years of experience as a Human Resources Generalist with at least 2 years of hands-on experience with HRIS administration

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ___________
Name/Title

Approved by: _____________________ Date: ___________
Name/Title

Reviewed by: _____________________ Date: ___________
Human Resources

Board Approval: _____________________ Date: ___________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE