

University of Houston – Clear Lake

Position Description

Job Title: **Compensation/HRIS Specialist**

Job Code: **3373**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Human Resources, Computer Science, Business or related field.	Master's degree in Human Resources, Computer Science, Business or related field.
Experience	Two years Human Resources experience; one year programming or query experience; six months experience with HTML.	Higher Education experience.
License/Certification		ACA Certification.

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Oversees the processing of position requests (ePRFs) and position management in the PeopleSoft Human Resources Management System (HRMS). Assists with devising equitable pay plans, designing methods to objectively evaluate jobs, and AA/EEO reporting. Reviews job criteria and conducts desk audits relating to position reclassifications. This involves compiling incumbent salary data from various sources and participating in external salary surveys. Queries, creates and distributes HR reports and survey data. Creates, maintains and updates UHCL web-linked position descriptions for the Human Resources - Compensation webpage.

Duties and responsibilities

% Time

Oversees the processing of position requests (ePRFs) and position management in the PeopleSoft Human Resources Management System (HRMS). Trains department contacts on ePRF creation and processing. Reviews job criteria and conducts desk audits relating to position reclassifications. This involves compiling incumbent salary data from various sources and participating in external salary surveys.	20
Queries, creates and distributes HR monthly reports including, but not limited to, President's anniversary data, President's birthday data, performance assessment data, and other ad hoc reports as needed . Queries, creates and distributes HR quarterly reports including, but not limited to, President's Personnel Action data, Bayou Buzz new hire, transfer & promotion data, service awards data and other ad hoc reports. Queries and distributes weekly reports, including, but not limited to, Direct Deposit No Enrolled, HR Audit Report, and other ad hoc reports. Queries and creates HR annual reports including, but not limited to, IPEDS, TXP-7, PeopleClick Affirmative Action, and other ad hoc reports as needed.	25
Create, maintain and update web based Professiona/Administrative, Support Staff and University Computing position descriptions. Maintain UHCL pay plans, pay tables, job code tables and compensation web page. Participates in the administration of the university's performance assessment's in PeopleSoft Human Resources Management System (HRMS).	25
Queries and provides annual survey data to many selected sources. Queries and provides university-wide data for positions, job codes, benefits, training, payroll, labels for departments, and	30

other data as needed. Conducts university-wide pay study and recommends pay plan adjustments as appropriate. Review, verify and enter position data within the UHCL Streamlined Application Management online hiring system. Verify Independent Contractor Eligibility Questionnaire employment. Other duties as assigned.	
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This position description describes the general qualifications, duties and responsibilities of work being performed.