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# Example of HRIS Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of HRIS specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HRIS specialist

* Perform security administration functions, including maintaining a security matrix for HRIS software access, configuring security within the applications
* Educate the user community on HRIS products including the development of training materials, presenting training sessions, and assisting users on a one-on-one basis when needed
* Interface with Success Factors regarding on-going upgrades to the system and determine timing and roll out and training regarding upgrades to the user community
* Provide day-to-day support to the user community, including periodic on-call responsibilities
* Provide analysis and analytical support to the HR Department through creation of reports, spreadsheets and data grids as requested
* Provide support for reporting and overall metrics within the system
* Analyzing company needs, and working with Human Resource management, vendors and/or programmers to design system specifications
* Implementing and maintaining specially designed human resources information systems and related policies and procedures designed to obtain, record, and process employee information
* Recommending, implementing, and planning for improvements, enhancements, and new applications to the system
* Providing retrieval ability to produce employee information for analysis and decision making, statistical data, and other employee-related reports as required

## Qualifications for HRIS specialist

* Past experience or familiarity working with multiple HR core systems (ADP Workforce 10, Learning Mgmt Systems, Applicant Tracking, ) and a strong knowledge of how relational databases work is also a plus (table structure, key fields)
* BA/BS degree with 8+ years of systems experience required
* Demonstrated proficiency in English language
* Bachelor’s degree from four-year college or university with emphasis on information systems courses
* Open to various experience levels, with a minimum of 1 year of HR or HRIS experience
* Human Resources education and global HRIS experience are preferred