ARDOT

Classification Specifications

Title: **Assistant HR Systems Administrator**	Effective Date: June 10, 2019	Grade: XIV	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 2

CHARACTERISTICS OF WORK

Under supervision of Division administration, this position is responsible for providing backup support and assisting with administration of all technical aspects of the six primary Human Resources (HR) computer applications including the Workforce Talent Acquisition System (WTA), Performance Management System, Learning Management System, Compensation Management System, Workforce Central Timekeeping System, and PAHR.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assist in supporting, updating, and maintaining all HR software application systems.
- Maintain user security roles and assignments in each system.
- Perform troubleshooting and communicate with technical support teams for each software application to resolve technical problems.
- Maintain organizational hierarchical information in each system as needed to ensure correct access at each level.
- Assist in maintaining workflow script library for all systems.
- Generate customized system queries and reports in response to management requests.
- Provide training to end users.
- Provide assistance with end user support for all HR applications for managers, employees, and external users as necessary.
- Perform systems testing for software updates and change order requests.
- Assist in creating and maintaining technical manuals for end users.
- Assist with programming changes as needed in response to policies and procedures updates.
- Stay informed of employment law developments and make recommendations for technical updates as needed for compliance.
- Maintain and expand current knowledge of programming languages and development tools.
- Assist in creating and maintaining specialized databases and reporting tools.
- Work cooperatively with Information Technology Division and other Department personnel to maintain, upgrade, troubleshoot, and document interface requirements and changes.
- Assist in maintaining HR Intranet Page and SharePoint sites.
- Assist in leading project teams.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in business, organizational management, human resources management, computer science, or related field **OR** the educational equivalent to a diploma from an accredited high school plus four years' related experience. Knowledge of basic employment law concepts. Advanced knowledge of SQL Reporting Services and Server Management Studio. Experience writing, translating, and coding queries in SQL. Knowledge of standard webpage markup and scripting languages. Demonstrated proficiency in Microsoft Access, Excel, Word and Outlook. Mathematical ability and ability to accurately record and reconcile figures. Demonstrated technical writing and proofreading skills. Ability to learn and adapt quickly to new software technologies. Ability to communicate clearly and effectively. Ability to lead project teams effectively. Ability to interpret and apply Department policies and procedures

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Prior Title:	Prior Effective Date:	Grade:	Page:
Initial Distribution			2 of 2

MINIMUM REQUIREMENTS (CONTINUED)

as related to configuration of the various HR computer application systems to ensure compliance with policies, procedures, and applicable employment law. Well-developed sense of urgency and follow-through. Ability to follow detailed procedures and ensure accuracy in documentation and data. Self-motivated with strong organizational skills and the ability to multi-task.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.