

Supervisor - HCIS

Manages the data integrity and flow of employee information into the human capital information system (HCIS). Leads the team in HCIS design, systems modification, and/or systems development. Prepares statistical summaries and basic special reports across ERP applications. Manages HCIS Specialists by providing training, development, and oversight.

Provides technical support for the HCIS function. Implements and maintains the HCIS and related systems, audits system data and ensures policy compliance, corrects data entry, maintains system documentation, report writing, and analyses, and provides first line end user support.

Essential Functions

Data Integrity

- Manages the work of HCIS Specialists by auditing and verifying employee personnel data entered into the ERP system.
- Prepares advanced data analyses and reports on a routine basis to assess the flow of transactions and eliminate bottlenecks in various human capital processes.
- Processes annual projects and recurring audit activities.
- Oversees and completes auditing of human capital data and prepares responses regarding data integrity for both internal and external auditors.
- Functions as liaison with departmental analysts to audit, analyze, and update employee information.
- Leverages technology to streamline business processes in the HCIS.

Staff Training and Development

- Manages the day-to-day schedule, work assignments, and performance of the HCIS Specialists.
- Provides ongoing training and daily supervision of the work of the HCIS Specialists.
- Leads HCIS Specialists in identifying ways to improve/reengineer processes or automate functions to improve employee productivity.
- Maintains the Standard Operating Procedures Manual for the HCIS team.

HC Systems Management and Support

- Oversees technical business of the applicant tracking system, to include documenting new requirements, implementing changes, testing workflows, and liaising with the HC Systems team to ensure end-to-end integrations with Oracle Fusion.
- Participates in the on-going requirements analysis, implementation, documentation, maintenance, and testing enhancements and upgrades to the HCIS (Oracle E-Business Suite, Oracle Fusion).

- Supports functional areas such as Talent Management, Employee Engagement, Recruitment & Staffing Services, Recruitment and Partnership, Compensation, Payroll, and Finance in submitting transactions to HCIS.
- Monitors hardware and software issues, maintaining HC Systems and peripheral systems.

Maximum Salary \$99403.00

Minimum Salary \$77688.00

Desired Qualifications

Required

- Bachelor's degree or equivalent relevant professional experience required. Degree must be from an accredited college or institution.
 - Other equivalent combinations of applicable education, training, and experience that provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.
- At least 3-5 years of experience with HCIS applications in an ERP environment, experience conducting workflow analyses and defining process requirements, and experience using analytic solutions.
- Detail oriented with excellent organization skills.
- Exceptional communication and interpersonal skills.
- Demonstrated analytical, problem-solving, and follow-up skills.
- Ability to perform multiple tasks simultaneously and to function effectively in situations of pressure and stress.
- Knowledge of human resources functions, HCIS methodologies, policies, processes, and procedure in an ERP environment.
- Proficient in R or similar coding programming language.
- Advanced in the use of technical computer applications, including Microsoft Office.
- Experience building data dashboards and error analysis reports.

Preferred

- Familiarity with Oracle Fusion and Oracle reporting tools, such as Oracle OTBI.
- Previous supervisory experience.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application

- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:
<http://www.baltimorecityschools.org>

- Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see City Schools' [non-discrimination statement](#). City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups.

For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the City Union of Baltimore (CUB) bargaining unit.

This position is affiliated with the City Retirement Plan.