City of Baltimore
Department of Human Resources
Chief, Human Resources Information
Systems

Position Overview: The City of Baltimore Department of Human Resources has an immediate opportunity for a progressive, resourceful, highly skilled Human Resources Information Systems (HRIS) professional to expertly steer the City's HRIS and systems support functions, and manage and develop a team of four (4) direct report operational staff.

Essential Duties and Responsibilities

- Under direction of the Director and Chief Human Capital Officer, assesses, develops, and enhances the HRIS infrastructure to ensure optimal operations and service delivery; and implements, manages, and sustains effective HRIS system(s) procedures and practices to meet organizational business needs.
- Researches, evaluates, tests, and recommends hardware/software and/or system upgrades necessary to achieve organizational business goals.
- Ensures and provides data management; HRIS system updates/upgrades, development and implementation; and reporting requirements.
- Analyzes and evaluates HRIS functionality; designs system enhancements; liaises and partners with vendors to develop and administer system upgrades; executes change orders; and develops and runs test scenarios, and facilitates production movement.
- Serves as SME, project manager, and liaison for upgrades to the ADP Human Resources/Payroll Information System (HRIS and Time and Attendance (e-Time) ensuring that changes within upgrades do not adversely affect the customized functionality of processes. Determines most efficient database placement for increasing numbers of personnel data sets.
- Regularly confers with other functional departments to resolve problems, optimize system use and adoption, and recommend improvements.
- Establishes and maintains security protocols for Human Resources/Payroll information users across City agencies; Ensures and maintains security and confidentiality for confidential and highly sensitive information; and serves as Department's chief computing resource.
- Leads, manages, and develops operational team who maintains a local area network; provides desktop support to Department users, and information technology services through internet/intranet systems; maintains electronic data files, and city-wide applicant tracking system; and produces management reports intra-Agency and inter-Agency users.
- Identifies, creates, and conducts HR predictive metrics and analytics, data analysis, and trend interpretation to initiate proactive HR strategic planning.
- Directs training for HRIS, e-Time and Report Smith; supervises audit functions, and HRIS user help desk and web administration duties and maintenance.

Minimum Qualifications:

- Bachelor's degree (Master's degree preferred) in Business Administration, Public Administration, Management, or related field from an accredited college or university and 10 years senior management, policy-driven operational responsibilities 5 of which involve managing heterogeneous functions through subordinate managerial staff in a large, complex organization, or equivalent combination of education and experience required.
- Human resources certification (i.e. PHR, SPHR, SHRM-CP or SHRM-SCP) required or must be obtained with 12 months of commencement.
- Strong leadership and management skills required.
- Excellent verbal and written communications skills required.
- Project management experience essential.

- Ability to effectively manage competing and shifting priorities essential.
- Strong working knowledge of HR policies and practices, employment laws and regulations required.
- Knowledge and experience with NEOGOV or similar Applicant Tracking Systems (ATS) preferred.
- Ability to evaluate, analyze and maintain records and audit information to ensure continual data integrity.
- Experience working in an ADP environment highly desirable.

Special Instructions to Applicants: Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum qualifications.

A letter of interest and salary history is required at the time of application submission.

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