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Job Description

HRIS Manager - 1803196



Stony Brook University

Required Qualifications (as evidenced by an attached resume):

Bachelor's Degree. Five (5) years of full-time experience working in an HRIS team. Management experience (managing project teams, may be considered). Experience with analyzing data and report development. Knowledge and ability to create meaningful, understandable models, metrics, reports and recommendations to stakeholders. Experience owning critical business processes while leading HRIS team with process improvement, workflow design and optimization. Experience working with an ERP system and utilizing an applicant tracking system.

Preferred Qualifications:

Advanced degree. Knowledge of Human Resource processes including recruitment, classification, and compensation, onboarding, offboarding, benefits, payroll, etc. Project Management experience. Experience attained within Higher Education, medical center and/or corporate environment. Experience working with Taleo.

Brief Description of Duties:

The Human Resource Information System (HRIS) Manager is a key member of the Human Resource Services (HRS) management team and is accountable for managing the development, design, implementation and ongoing support of HRS management information systems which includes, PeopleSoft, Oracle- E Business, Applicant Tracking, and other campus solutions including scanning software, onboarding, learning management, time and labor as well as absence management. Incumbent provides recommendations and identifies strategic opportunities to leverage HR systems enabling HRIS to meet and exceed business requirements and improve efficiencies. The incumbent should possess strong leadership experience and excellent interpersonal skills with the ability to motivate individuals and teams to accomplish goals and exceed expectations while fostering a strong collaborative work environment focused on excellence in customer service and satisfaction. The incumbent should also possess excellent verbal and written skills required with ability to interface well with internal and external customers and in supporting software engineering teams.

As the owner of the HRIS, this position serves as the key liaison with the Department of Information Technology (DoIT) to achieve HRS contractual and policy requirements as related to Payroll, Appointments, Recruitment, etc., as well as technological development goals. Creates and manages system processes, data exchanges, and reports related to Human Resources Services including all applicable human resource and payroll processes as well as the technologies and infrastructure that support such. Functional areas include HR, Payroll, Benefits, Time and Attendance, State Appointments, RF Payroll and Appointments, and Reports/Interfaces. The primary technology focus will be PeopleSoft.

- Incumbent will serve as the data Manager for all HRS related data including Payroll and represents HRS in University-wide data governance activities.
- Serve as key liaison with third parties and other stakeholders (e.g. payroll, Information Services, etc.) using project management skills in managing projects. May provide overall project management for HR initiatives.
- Responsibilities will include, but not be limited to: management of the HRIS team and ensuring deliverables are met in a timely manner. This includes ensuring that staff are properly trained and kept abreast of available technology.
- Presents results of analysis in an accurate, professional and informative manner.
- Performs the HRS systems liaison role with DoIT for all HRS functional areas and University wide departments including Budget, Accounting, the Provost's Office, the Health Science Center, Institutional Research, and Enterprise Data & Analytics, as it relates to HR/Payroll data.
- Effectively represents HRIS requirements to DoIT by gathering report requirements and communicating those needs clearly and appropriately prioritize business requests.
- Streamline business processes where possible, without compromising compliance with existing rules.
- Compiles data and designs special reports by creating and modifying queries using the system's reporting utilities as requested.

- Troubleshoots and resolves system issues and serves as the Campus' HRS liaison to DoIT technical support teams for resolution.
- Recommends process/improvements, innovative solutions, policy changes and/or major variations from those currently established.
- Facilitates the communication of HR results to the organization's executive team.
- Communicates information to both mid- and senior-level management in a clear and concise manner. Focuses heavily on cross-functional communication to ensure key decisions and status surrounding projects are clear to all.
- Participates in and/or manage various HR projects as a functional expert/representative. Projects typically impact multiple systems, processes and units of HRS.
- Ensures the integrity of data within HR systems. Periodically coordinates audits to ensure data is available to meet business requirements and to ensure data reliability.
- Ensures the accuracy and quality of HR system information as used by management, third party administrators and regulatory authorities. Includes monitoring and analyzing HR information flow through manual and automated processes.
- Writes, maintains, supports and delivers a variety of reports or queries utilizing appropriate reporting tools. Assists in the development of standard reports for ongoing customer needs.
- Maintains data integrity in systems by running queries and analyzing data.
- Gathers report requirements and communicates those needs clearly.
- Provides support including, but not limited to, researching and resolving problems, unexpected results or process flaws, perform scheduled activities, recommend solutions or alternate methods to meet requirements.
- Develops user procedures, guidelines and documentation. Trains clients on new processes/functionality. Trains new system users.
- Develops test scripts for use in upgrades and system modifications for new and existing software programs.
- Provides support for HRIS end users.
- Other duties or projects as assigned as appropriate to rank and departmental mission.

Special Notes:

This is a Management Confidential position. This is a full time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

Stony Brook University is 100% tobacco-free as of January 1, 2016. See our policy and learn more at stonybrook.edu/tobaccofree.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Essential Position: This has been designated as an essential position based on the duties of the job and the functions performed. Positions that are designated as such are required to report to work/remain at work even if classes are cancelled, and the campus is working on limited operations in an emergency.

About Stony Brook:

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. SBU is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU), which includes 34 public universities among its 62 members. SBU consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. SBU also manages and performs joint research with Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Jackson Pollock House in East Hampton, New York, the Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, SBU sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciences.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We encourage protected veterans, individuals with disabilities, women and minorities to apply.

If you need a disability related accommodation, please call the University Human Resource Services Department at (631) 632-6161 or the University Hospital Human Resources Department at (631) 444-4700. In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632- 6350. It can also be viewed on line at the University Police website at <http://www.stonybrook.edu/police>.

Official Job Title: Senior Personnel Associate

Job Field: Human Resources

Primary Location: US-NY-Stony Brook

Department/Hiring Area: Human Resource Services-Stony Brook University

Schedule: Full-time Day Shift 8:30 a.m. - 5:00 p.m. **Pass Days:** Sat, Sun

Posting Start Date: Oct 4, 2018

Posting End Date: Oct 18, 2018, 11:59:00 PM

Salary: Commensurate with Experience

Salary Grade: MP4

Appointment Type: Regular

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