## HR/ Payroll/System Specialist Job Family

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| 58    | HR/Payroll/ System Specialist III | Bachelor’s degree Master’s degree preferred 7+ years of progressive HR and data analysis experience Advanced knowledge of human resources systems (PeopleSoft or Oracle financial) | • Responsible for school/unit HRIS system  
• Responsible for project leadership, project planning, designing, implementing and integrating functional components of multiple administrative systems (e.g. payroll, grants management, financial and/or HR) for a school  
• Works on business process analysis, redesign, systems testing and developing tracking and reporting on the status of systems  
• Defines system requirements, conducts gap analysis, identifies feasible alternative solutions that meet project development standards as well as project milestones and deadlines, and assists in the scope of modifications  
• Devises and /or modifies procedures to solve complex problems  
• Serves as consultant to school/unit and central administrative offices reporting directly to business process owners and/or senior managers on assigned projects  
• Serves as primary central administrative resource for integration of multiple systems | IMPACT  
Moderate impact on operations, resources, or University’s reputation.  
Significant impact on tub wide systems  
SCOPE  
Provides advanced functional human resources information analysis and planning for an application  
Acts as team leader for projects with moderate budgets or of a short to intermediate duration | RECEIVED: Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within assigned duties. Complex assignments are occasionally reviewed upon completion.  
GIVEN:  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |