The **HRIS Analyst**is responsible for the support and audit of Human Resources systems.  Serves as a technical point-of-contact for assigned functional areas and assists with ensuring data integrity, testing of system changes, creating job aids and user manuals, report writing, and analyzing data for trend reporting and process improvement opportunities. The HRIS Analyst assists with the development and execution of project plans, conducts user orientation/training, and supports system upgrades, testing and implementation.

**The successful candidate will be able to:**

* Create, maintain, and support a variety of reports and queries, ensuring accuracy by utilizing the appropriate reporting tools.
* Develop standard and custom reports for ongoing department and management needs.
* Maintain data integrity in the Human Resources systems by running queries and analyzing data. Provides summary and analysis of data gathered to management as requested.
* Administer security access and permissions for administrative and non-administrative users, ensuring the appropriate level of access based on user role.
* Provide primary technical support for HR systems, including conducting regular system audits; researching and resolving technical problems, unexpected results, errors, or process flaws; performing scheduled activities; recommending solutions or alternate methods to meet business requirements.
* Evaluate Human Resources processes and procedures for effectiveness and efficiency. Makes recommendations for process improvements in collaboration with appropriate stakeholders.
* Perform system maintenance and configuration, including review, testing and implementation of Human Resources software and systems.  Collaborates with other Human Resources team members and management to coordinate upgrades or changes impacting functional areas.
* Maintain awareness of vendor plans and the potential impact of system changes on current and future HRIS functionality, provides updates and solutions to HR management, including research and project planning items as applicable.
* Manage projects such as software upgrades or implementations.
* Develop and writes user procedures, guidelines and documentation.  Responsible for training users and/or collaborating with the training department to develop and present end user training.
* Maintain awareness of current trends in Human Resources technology solutions, with a focus on product and service development, delivery and support. May be required to participate in user group meetings or conferences.
* Maintain current knowledge of legal and regulatory requirements impacting the organization’s Human Resources and employment policies and practices.
* Maintain an effective level of business literacy, including Heritage Bank’s financial position, strategic goals, company culture and competitors. This includes analyzing trends and metrics to recommend and develop solutions, programs, and policies.
* Contribute to the success of all HR Division functions by assisting in a variety of HR and Training projects and by providing customer service to bank employees as needed.

**Requirements:**

* Associate’s degree or vocational degree/certificate in Human Resources, Information Systems, Statistics/Mathematics, Computer Science or relevant discipline, required.  Bachelor’s degree or higher, preferred.
* Minimum 4 years of recent experience with information systems, applications management and integrations, database administration, report writing, and/or data analytics, preferably in a Human Resources department within a community bank or financial services industry environment.
* Professional credentials or certifications related to HR, HRIS, IT/IS, computer science, MS Office Suite, preferred.
* Equivalent combination of education and experience may be considered.
* Provides an exceptional level of quality service for internal and external customers and responds to customers' needs, questions and concerns in an accurate, effective, and timely manner.
* Maintains personal composure when confronted with difficult situations, with the ability to gain trust and respect with all levels of staff and management.  Must have the ability to deal calmly and effectively to diffuse and manage sometimes volatile and stressful situations.
* Exhibits professional and effective listening, verbal, written and telephone etiquette business communication skills, with the ability to read, write, speak and understand English well.
* Exhibits exceptional partnering and collaboration skills, both in person and from a remote location. Demonstrated ability to effectively drive change and influence the adoption of best in class ideas/processes/initiatives.
* Ability to encourage diversity of thought and perspective in a consultative manner, which fosters growth and development of others by sharing best-practices and mentoring.
* Thorough understanding of and ability to and apply principles, procedures, requirements, regulations, and polices related to assigned areas.
* Strategic in approach to problem solving and decision making, demonstrating strong analytical reasoning, organization, data review and time management skills, with the ability to accurately  manage multiple assignments, goals, and reporting
* requests, ensuring  priorities are set and commitments and deadlines are met, with minimal direction and supervision.
* Ability to apply qualitative and quantitative measurement and data collection design principles.
* Unquestionable integrity and demonstrated ability to maintain confidentiality in handling sensitive and confidential information required.
* Proficient use and understanding of MS Office products at an intermediate to advanced level (Word, Excel, Outlook), with the ability to adapt to and learn new technologies quickly and understand report requirements and system capabilities to produce and/or analyze desired reports.
* Frequent travel to which may include overnight travel availability when needed; valid driver’s license, proof of insurance, and access to reliable transportation, or the ability to access and utilize an alternative method of transportation, when needed, to carry out job-related essential functions.

**Working Environment/Conditions:**

* Climate controlled office environment.
* Work involves being able to concentrate on the matter at hand, under sometimes distracting work conditions and frequent employee and/or customer contacts and interruptions during the day.
* Work requires regular attendance, punctuality and adherence to agreed-upon schedule with willingness to work a flexible and/or rotating schedule and or extended hours, as needed.

**Physical Demands/Effort:**

* Work may involve the constant use of computer screens, reading of reports, and sitting throughout the day.
* Ability to operate a computer keyboard, multi-line telephone and photocopier which often required dexterity of hands and fingers with repetitive wrist and hand motion.
* Typically sitting at a desk or table; intermittently standing, stooping, bending at the waist, kneeling or crouching to file materials; set up displays for recruiting and training events and/or employee meetings.
* Occasional lifting 10 -20 lbs. (files, boxes, equipment, supplies needed).

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all qualifications for this position.

**Heritage Bank is an Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability, or any other basis protected by applicable law.

*Job applicants have certain legal rights. Please click* [*here*](https://careers.heritagebanknw.com/working-here/applicant-disclosures/) *for information regarding these rights.*

To apply please use the following link: <https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a02bcba-ce1b-44c5-bc78-ac70037df69a&jobId=248368&lang=en_US&source=CC3&ccId=19000101_000001>

If you need assistance completing the online application, please email: HBRecruiting@HeritageBankNW.com