



Our Future Starts  
With *you!*

**POSITION:** HRIS (Human Resources Information System) Specialist

**DEPARTMENT:** Albany County Department of Human Resources

**SALARY:** \$68,500-\$73,953

**WORK LOCATION & HOURS:** 112 State Street, Albany, NY 12207, 8:30A-4:30P, M-F

**BENEFITS:**

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

**DESCRIPTION:**

The position is responsible for maintaining accurate employee data, including personal information, employment details, benefits, and payroll. They oversee HRIS operations, including data integrity, system updates, and user access. This role will create and analyze reports for HR decision-making and compliance, provide technical assistance to HR staff and other users on system usage and modify the HRIS to align with HR policies and procedures. Incumbent will educate HR personnel on the system's features and best practices, resolve technical problems and issues related to the HRIS and also ensure data integrity, security, and compliance with regulations. This position will identify opportunities to streamline HR processes, improve system efficiency and collaborate on integrating the HRIS with other software systems. They will also ensure compliance with data privacy and security protocols, assist with HR projects involving data management, work flows, and system enhancements and also act as a liaison between HR, IT, and other relevant departments.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with at least a Bachelor's degree in Information Technology, Human Resources Management, Business Administration or a closely related field and one (1) year of experience working with HRIS software or in data management; OR,
- B. Graduation from an accredited college or university with an Associate's degree in Information Technology, Human Resources Management, Business Administration or a closely related field and three (3) years of experience working with HRIS software or in data management.

**Please submit a copy of your resume with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

Galal Cancer—Director of Affirmative Action

[affirmativeaction@albanycountyny.gov](mailto:affirmativeaction@albanycountyny.gov)

