

**New Job Posting**

**November 7, 2022**

**HUMAN RESOURCES SPECIALIST (HRIS ANALYST) – City of Kansas City, MO**

Full-time position available with the Human Resources Department, HRIS Division, 414 E. 12th St. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Hybrid telework schedule is available after 6-month probationary period. The City of Kansas City Human Resources Department is seeking a dynamic team member for the HRIS (Human Resources Information Systems) division. Provides superior support for PeopleSoft HCM (Human Capital Management) applications. Manages security administration to ensure employees have the appropriate access to the system. Troubleshoots and provides timely resolution for functional system issues. Acts as the functional liaison between HR and IT to assist with project tasks such as requirements gathering, system configuration, and user acceptance testing. Creates ad-hoc reports regarding job data, compensation, and employee benefits. Develops training videos and job aids to facilitate training to system users. Researches and communicates new functionality to provide recommendation regarding their use by the organization. Creates testing scenarios to validate system modifications and updates. Documents HR business processes.

**Senior Human Resources Specialist** REQUIRES an accredited Bachelor's degree and 3 years of professional human resource experience in a business or public sector organization including 2 years experience at the level of Human Resources Specialist. Must possess a valid state-issued driver's license in accordance with the City of KCMO policies. **Human Resources Specialist** REQUIRES an accredited Bachelor's degree and 1 year of professional human resource experience in a business or public sector organization. Must possess a valid state-issued drivers license in accordance with the City of KCMO policies. Preference given for experience working on system-related projects, supporting HR systems, and proficiency with Microsoft Office.

**Salary Range: Senior Human Resources Specialist:** \$5,794-\$8,833/month; **Human Resources Specialist:** \$27.25-\$40.88/hour

**To Apply:** Apply online at [www.kcmo.gov/jobs](http://www.kcmo.gov/jobs) **Application Deadline: November 14, 2022.**

*EOE. The City of Kansas City, Missouri is an equal opportunity employer committed to a diverse workforce.*

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