

HR Specialist - HRIS Systems - Hampton Bays

SUMMARY: The Human Resources Department is seeking a skilled and detailed orientated to join our HR team. The ideal candidate will play a pivotal role in managing and optimizing and overseeing the accurate and management of our HRIS (Human Resources Information Systems) data.

Job Duties & Essential Functions:

- Maintain & update employee data information in human resource platforms. Oversee data integrity by conducting regular audits and implementing corrective measures.
- Continuously evaluate and enhance HRIS processes for efficiency and effectiveness. Identify areas for automation and implement solutions to streamline data management.
- Responsible for generating HR metric reports such as employee anniversaries, monthly new hires, monthly termination report, etc.
- Respond to internal departments regarding current and former employee information.
- Ad hoc requests and assignments as needed to assist the department.
- Assists in the development of standard and automated reports for ongoing needs
- Create Pivot Tables and Charts and workflow material to track and present data.
- Work closely with HR department to troubleshoot and resolve issues promptly.
- Provides general support in the areas of people metrics and reporting.
- Manage LMS system to ensure organization wide compliance, configure, compile data, create and run reports to support HR operations needs.
- Creates, maintains, and ensures quality assurance of key human resources data sets, reports, and metrics.
- Develops HR dashboards and analytics tools to streamline HR processes and provide actionable insights.
- Serve as system administrator for HR systems, applications, and integrations with other systems.
- Collaborate with the HR Leadership Director of HR Systems and Assistant Director of Human Resources to plan and configure the HRIS, set up, and to test new applications and features.

- Support system maintenance, manage software implementations and upgrades. Work with vendors to implement solutions or enhancements.
- Prepare training materials, guides, and documentation related to HRIS configurations and processes.
- Keep abreast of HR technology trends and best practices.
- Other duties as assigned.

QUALIFICATIONS

Required:

- Bachelor's Degree from an accredited college or university in Human Resources Management, Public Relations, Healthcare Administration, or a related discipline.

Preferred:

- Bachelor's Degree in Information Technology, Computer Science or related field, or equivalent combination of education training and experience.
- 4 or more years of HRIS/HR system support experience.
- Experience with ADP Workforce Now system or other similar systems.
- Familiar with human resources policies and procedures.
- Strong interpersonal and communication skills with a demonstrated ability to establish and maintain effective working relationships with a wide range of individuals/groups.
- Strong understanding of Excel's VLOOKUP plus analytical and problem-solving skills.
- Must be organized, resourceful and detail oriented; able to prioritize tasks in a fast-paced environment.
- Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate with patients, staff and medical providers. The employee must be able to exchange accurate information in these situations. This position is largely sedentary and requires the employee to remain stationary for a majority of the day. Any additional physical demands will be outlined and provided by management. The responsibilities and tasks outlined in this job description are not exhaustive and may change as determined by the needs of StaffCo/Southampton Hospital.

Special Notes: Resume/CV should be included with the online application.

- Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.
- All Hospital positions maybe subject to changes in pass days and shifts as necessary.
- This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
- This function/position maybe designated as “essential.” This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

Prior to start date, the selected candidate must meet the following requirements:

- Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services*
- Complete electronic reference check with a minimum of three (3) professional references.
- Successfully complete a 4 panel drug screen*
- Meet Regulatory Requirements for pre employment screenings.
- Provide a copy of any required New York State license(s)/certificate(s).
- Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

***The hiring department will be responsible for any fee incurred for examination.**

Stony Brook Southampton Hospital, consistent with our shared core values and our intent to achieve excellence, remains dedicated to supporting healthier and more resilient communities, both locally and globally.

Anticipated Pay Range:

The starting salary range (or hiring range) for this position has been established as \$65,000-\$70,000 based on relevant experience.

The above salary range (or hiring range) represents SBSH's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Your total compensation goes beyond the number in your paycheck!

Company Overview:

Stony Brook Southampton Hospital as part of the Stony Brook Medicine provides direct access to the highest level of academic-based medical care. Located in the heart of the village of Southampton, two hours from New York City, the hospital provides healthcare services to a diverse community of year-round residents, second homeowners and vacationers. The population, about 75,000 in the winter months, increases sharply to more than 300,000 in the summer. Stony Brook Southampton Hospital has been recognized as a Long Island Top Workplace by Newsday among large employers (defined as having 500+ employees).

StaffCo is a Professional Employer Organization, commonly referred to as a PEO. StaffCo and SUNY have entered into a professional employer agreement under which StaffCo is the employer of Stony Brook Southampton employees and responsible for employment, including the day-to-day direction and supervision of work. StaffCo is fully responsible for providing all Payroll and Human Resource services, including the payment of wages, collecting and reporting payroll taxes and maintaining any and all benefits for which one is eligible. SUNY Stony Brook Hospital is responsible for the operation of the hospital and provision of health care and is the co-employer as is necessary to conduct its responsibilities and for related licensure, regulatory or statutory requirements and obligations.

Given StaffCo's employment responsibilities, it is deemed the "employer" for employment and labor law purposes. Thus, the employees are private sector employees of StaffCo, not public sector employees of SUNY. The private sector nature of the StaffCo employees has been approved by NYS Civil Service and upheld in a decision by the US National Labor Relations Board.

Job Number: 2401042

Job Field: Human Resources

Primary Location: US-NY-Hampton Bays

Department/Hiring Area: Human Resources

Schedule: Full-time Shift :Day Shift Shift Hours: 8:30 AM - 4:30 PM

Posting Start Date: Mar 15, 2024

Posting End Date: Ongoing

Salary: \$65,000 - \$70,000 / Year

To apply, visit <https://apptrkr.com/5163063>

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