



Position: HRIS and Benefits Specialist
Program/Department: Human Resources
Reports to: Deputy Chief Operating Officer of Administration and Human Resources
Hours: Full Time

Position Summary:

Manage key HR business processes and services including onboarding, HRMS oversight and maintenance, Intranet communications, staff support, off boarding, and compliance. Serve as the HR lead in data and reporting.

Responsibilities:

- Maintain and update employee data, ensuring integrity and accuracy within all systems.
- Responsible for interfacing with the vendor to troubleshoot, escalate as needed, and resolve system problems. Assist other users with issues.
- Generate reports for internal use as well as for external sources including annual EEO and ACA reporting.
- Liaise with Payroll Bookkeeper on biweekly payroll matters.
- Lead initial new staff onboarding process. Ensure all new hire paperwork is accurate and complete.
- Provide timely and responsive service to staff seeking assistance with HRMS applications and other HR support.
- Oversee the staff off-boarding process. Conduct exit interviews and share findings.
- Manage employee benefits including online benefit enrollments and changes. Provide support to staff with upcoming change to benefit self-enrollment.
- Maintain and update HR documents on the BCS Intranet.
- Develop and maintain user guidelines and documentations for all human resources systems.
- Train HRMS end users on processes and functionality.
- Maintain compliance with City, State, and Federal regulations concerning employment.
- Maintain knowledge of current trends in HRMS and other technology to enhance and improve efficiency in HR operations and service to employees. Lead the implementation of new systems as needed.
- Perform other duties as requested.

Qualifications:

- Bachelor's degree required; two years of HR experience required including HRMS administration. Ceridian Dayforce experience highly desirable. Excellent interpersonal skills and strong commitment to customer service. Advanced MS Office skills, particularly Excel. Effective oral and written communication skills; strong attention to detail and commitment to accuracy; and excellent organizational skills. Ability to work independently as well as part of a team. Aptitude for learning new technology and training staff on systems. Interest in data and technology as well as providing excellent individual service and response to staff. Excellent judgment and the understanding of securing confidential information. Knowledge of state and federal employment laws with the ability to apply to personnel matters. Ability to prioritize workload, meets deadlines, and responds to urgent needs. Nonprofit experience a plus.

Contact:

Email cover letter and resume to:

careers@wearebcs.org

In subject line write: HRIS and Benefits Specialist