

## **Coordinator, Shared Services**

### **Workday HRIS Administrator**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [Strategic Call to Action](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Executive Director of Human Resources, the Shared Services Coordinator will function as the Workday HRIS Administrator and primary subject matter expert (SME) for our portfolio of the Workday HCM System and will be responsible for maintaining and optimizing Workday for Human Resources. This role is responsible for working closely with the IT Workday Team to build impactful partnerships with various functional areas to provide HR system administration and support. The Workday HRIS Administrator successfully completes HR operational activities and projects, as well as the facilitation skills necessary to lead and/or participate in various HR systems implementations, system reviews, and enhancement release planning/testing. This position is responsible for the oversight of day-to-day HCM transactions and integrity of the data within the system used for executive decision making and data collection and reporting.

This systems expert will be established as Workday super-user providing day-to-day user support and troubleshooting of system issues in production. In the capacity of Workday Security, the position will lead, establish, design, maintain and support our security profiles, segmented security groups, roles, and mapping to business processes to ensure compliance with HR policies and assist with the creations of new or updates existing reports as needed. This position will assist the IT Workday Team in documenting and processing role-based security changes for continuity of operations within the school system. This position is also responsible for data integrity to interpret, manage, monitor, and maintain the collection, reporting, analyzing, and auditing of system-wide data in Workday.

### **ESSENTIAL POSITION RESPONSIBILITIES**

#### **Workday HCM Administrator**

- Lead the administration and participate in the ongoing requirements gathering, design, build, test, and deployment of new functionality or modules of the Human Capital Management platform of Workday.
- Understand the importance of change management to facilitate the transition to new technology and processes.
- Provide HR systems maintenance and support.
- Assists with the execution of system changes (updates, integrations, new configurations) and participate in all aspects of system testing.
- Perform system administration functions including business process configuration and processing of EIBs and role-based security related configurations.
- Address end-user support cases as assigned. Troubleshoot and resolve production support issues and resolve defects timely and with exceptional customer service.

- Effectively partner with teams such as HR, Recruiting, Benefits, Payroll, Finance, IT, and others to provide support for requests such as enhancements, defects, and new functionality.
- Evaluate, communicate, and coordinate the functional and technical impacts of Workday configuration decisions to the HRIS team.
- Responsible for Data Management activities including data audits, data cleanup strategy, creation of cleanup tools (EIBs, etc.) and manual cleanup work.
- Assist and provide Level 2/3 support on HR production issues. Stay informed of current data and system requirements and ensure compliance.
- Strong knowledge of HCM foundation, business processes, specifically mass change loads and supervisory organization cleanup in Workday. Familiarity with Workday configuration and integrations (WD Studio, core connectors).
- Will partner with other HR users in the updating of organizational structure – relationships and sup org titles in the Workday system.
- Ensure activities are delivered on time and with quality. Escalate issues/risks pro-actively to appropriate team and members and management. Regularly communicate status and challenges to team members and management.

#### **Data Integrity**

- Oversee the planning, implementation, and administration of data governance and data integrity related initiatives.
- Conduct internal and external audits; serve as a data integrity representative for audits and state, federal and local reporting.
- Direct the strategy and oversee our approach to data integrity, data governance and data validation, partnering with cross-functional OHR teams and divisions with HCPSS.
- Prepare OHR Annual Report data from all OHR teams and provide assistance with analysis of data and the presentation of the data in the report.
- Follow data quality rules and processes to remove duplicate data, cleanse inaccurate data, standardize data entries, and schedule data analysis reports.
- Report data integrity status to key stakeholders on an interval basis.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

#### **MINIMUM QUALIFICATIONS**

**Applicants must meet the criteria below.**

- Graduation from an accredited college or university with a bachelor's degree in human resources, Information Technology, Business Administration or Public Administration, or a closely related field of study.
- Three (3) years of practical Workday Administration experience in Human Resources, two (2) years of which were at the managerial level.
- Experience working with confidential and sensitive HR/payroll information and critical business processes required.

### **PREFERRED QUALIFICATIONS**

- Possession of a master's degree in human resources, Information Technology, Business Administration or Public Administration, or a closely related field of study is preferred.
- Experience and knowledge of the operation of public-school systems.
- Five (5) Years of Workday Administration experience.
  - Implementing new modules
  - EIB reports
- One (1) year of experience working in K-12 or government environment.
  - Maryland State Department of Education Reporting
  - EEO5 Reporting
- One (1) budgeting experience with cost analysis and budget calculations.
- Experience working with scattergrams and salary scales updates and development.

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum (and preferred) qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

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### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators - Non-Certificated Supervisory (HCASA-NCS) employee bargaining unit. The current salary range for this position is \$110,478-\$164,006 (effective July 1, 2023). Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a hybrid work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

[recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org)

***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.