



**CIVIL SERVICE OF JAMAICA
MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY
Job Description and Specification**

JOB TITLE:	Human Resource Information Systems Officer
GRADE:	GMG/AM 3
POST #:	68633
DIVISION:	Corporate Services
BRANCH:	Human Resource Management and Development
REPORTS TO:	Director, Human Resource Management
MANAGES:	(2) Records Officer

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION
OF THE JOB SIGNIFIED BELOW**

Employee

Date

Supervisor/Manager

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Under the direction of the Director, Human Resource Management, incumbent provides an efficient record management and information system.

KEY OUTPUTS

- Files created, secured and maintained;
- Retention and disposition schedule developed;
- File tracking system maintained;
- Computer processed outputs (files, reports);
- Work plans and reports prepared and submitted;
- Records inventory completed;
- Reports prepared;
- Data compiled.

KEY RESPONSIBILITY AREAS

Management/Administrative

- Responds to enquiries and complaints concerning the records and information management;
- Monitors the proper maintenance and security of records;
- Ensures that file tracking system is maintained;
- Ensures that computer data bases are maintained.

Technical

- Classifies all incoming documents in keeping with established classification standards of indexing system;
- Reviews and implements requests for creation of new files;
- Maintains file indexes;
- Conducts record inventory to set retention and disposition schedules;
- Liaises with Information Technology to resolve technical difficulties;
- Maintains back-up file system for computer data base;
- Monitors the proper maintenance and security of records;
- Prepares census, post audit and status reports;
- Data entry
- Identifies opportunities for improving Human Resources processes through information systems changes.
- Monitors HRIS system and all interfaces to ensure they function properly.
- Works closely with developers to enhance MIS to continuously improve Management Information.

- Develops HR systems to support the production of organisation charts
- Contributes to discussions on future systems strategy, evaluate existing systems/other products as necessary and make recommendations.
- Provides support for HRIS including, but not limited to, researching and resolving HRIS problems, unexpected results or process flaws; perform scheduled activities; recommend solutions or alternate methods to meet requirements.
- Ensures accurate documentation process manuals are designed and updated for all HRIS processes.
- Collaborates with IT staff to coordinate application of upgrade or fix.
- Advises management on organizational policy matters related to the HRIS.

Human Resource

- Monitors and evaluates the performance of direct reports;
- Recommends and/or initiates corrective action;
- Participates in the recruitment of staff for the ministry;
- Provides guidance to direct report through effective planning, delegation; communication, training, mentoring and coaching.

INTERNAL AND EXTERNAL CONTACTS

Internal

Contact	Purpose
Director, Human Resource Management	Guidance and work assignment
Information Technology Division	Solution to hardware and software problems
All staff members	Sharing information and collaborating on HRIS matters

External

Contact	Purpose

PERFORMANCE STANDARDS

- HR files are properly created and placed on Human Information System;
- Information on changes to HRIS programme communicated to employees in a timely manner;
- Databases are up-to-date and accurate.

REQUIRED COMPETENCIES

Core	Level	Functional	Level
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Core	Level	Functional	Level
Oral communication	3	Strategic vision	2
Written communication	3	Analytical thinking	2
Customer and quality focus	2	Problem solving and decision making	3
Team work and cooperation	2	Impact and Influence	2
Integrity	2	Initiative	3
Compliance	2	Planning and organizing	2
Interpersonal skills	2	Leadership	2
Change management	1	Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office).	1
-	-	Good knowledge of Human Resource Management techniques and practices.	-
-	-	Good knowledge of Public Service Regulations, Staff Orders and Access to Information.	-
-	-	Excellent knowledge of human resource information systems.	-

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor or Associate of Science Degree in Information Technology with emphasis on records management;
- Certificate in Records Management;
- Training in processing Windows Operating System and Microsoft Office Application;
- Completion of Records Management Courses (MIND);
- Two (2) years working in Records Management in an organisation of similar size and complexity.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office conditions;
- May be required to work beyond regular working hours.

AUTHORITY

- Recommends changes to records management system;
- Recommends software changes.