

## Senior HRIS Specialist (Hybrid/remote work available)

Pittsburgh Regional Transit is seeking a Senior HRIS Specialist to be responsible for the administration on ongoing maintenance of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) human resources information systems (HRIS). This includes providing superior functional and technical support for payroll, HR metrics covering Employment, Employee Relations, Office of Equal Opportunity and supporting the Chief Human Resources Officer in the development, implementation, maintenance, and enhancement of the HRIS system. Accountable for data input, data integrity, output, integrity of reports, processes, and trouble-shooting failed processes. Supports system upgrades; payroll tax updates and year end processing including W-2, testing, and other projects.

### Essential Functions:

Provides primary support for HRIS functions, particularly all HR functions (except benefits administration and base benefits) PeopleSoft Payroll and PeopleSoft Time and Labor. Serves as subject matter expert in area of Payroll, troubleshooting and ongoing system support.

Develop customizations to PeopleSoft modules Payroll and Time & Labor. Discuss further – higher time requirement much customization to SQR programs

Writes, maintains, and generates basic to complex Human Resource and Finance ad hoc reports utilizing appropriate reporting tools. Assists in development of standard reports for ongoing customer needs. Maintains data integrity by running queries and analyzing data.

### Job requirements include:

- Bachelor's degree in Human Resources, Business Administration or Information Technology or related field from an accredited school. Directly related experience may substitute for education on a year-for-year basis.
- Five (5) years in HRIS PeopleSoft HCM version 9.2 with emphasis in data administration.
- Strong HRIS query/report writing skills; high aptitude for created complicated reports.
- Strong SQL/SQR experience (very helpful when query execution does not produce the data results required).
- Exceptional process management and analytical skills.
- Strong attention to details, striving for highest level of accuracy.
- Advanced Excel skills.
- Ability to multi-task in fast paced environment.

### Preferred attributes:

- Master's degree in Human Resources, Business Administration for related field
- PeopleSoft HCM 9.2 or higher.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Danielle Jacobson  
Employment Department  
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