



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0275

HUMAN CAPITAL APPLICATION MANAGER

GRADE N

SCOPE OF WORK:

Work involves application management for assigned human capital applications and modules of the enterprise resource planning (ERP) information system in support of organizational employment requirements. Responsibilities will normally be focused around workforce administration functions (employee records, payroll, benefits administration, absence management, time and labor, etc.) or talent management functions (recruitment, competency management, performance management, learning management, workforce planning, etc.). Positions assigned this classification are located in the Office of Management and Budget.

DUTIES PERFORMED:

- Responsible for overseeing assigned human capital applications and modules and related statewide processes; manage module operations, maintenance, updates, and enhancements; and ensure system accuracy and performance.
- Serve as strategic business process lead; collaborate with Information Technology Department (ITD) staff on system patches, upgrades, additional functionality and modules; approve all interfaces and access to/from the system.
- Work with agency directors, ITD technical staff, human resource (HR) personnel, and payroll subject matter experts to identify system needs, elicit and define user requirements, develop and implement system and process improvements, and resolve issues.
- In coordination with ITD, lead project management with planning and budgeting of assets and resources; complete project management documents, oversee vendors and approve payments.
- Lead business requirement and fit-gap analyses to determine suitability of system modifications or additional modules for implementation; request and analyze customer agencies' input to prioritize system functionality.
- Maintain tables and configurations at the application level, ensure data integrity, and provide effective reporting from the system.
- Recruit, train, and supervise staff; develop and implement work processes to accomplish goals.
- Provide guidance and training to state agencies and stakeholders regarding module related business processes.

- Administer system security for assigned modules, including defining permission lists and roles, and assigning roles to users.
- Monitor and evaluate trends which may impact HR and payroll practices and innovations which may be integrated into the system.
- Complete required state and federal reporting requirements.
- Review practices and policies for compliance with applicable regulations.
- Recommend, write, and implement policies and procedures in accordance with statutory and professionally accepted standards.
- Participate on system related committees.
- May make presentations to legislative committees.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in computer science, computer or management information systems, business or public administration, accounting, human resource management or a closely related field and four years of work experience with a large, integrated human resource management system, including oversight for continual and complex system development and project management. Work experience must have included supervisory experience. At the time of recruitment, appointing authority may specify more specific educational or experience requirements in line with specific position responsibilities.

Eff. Date: 04/2017