

HRIS Senior Manager

Human Resources Department

Summary:

The HRIS Senior Manager is responsible for overseeing the HRIS application and ensuring alignment with the firm's strategic HR goals and objectives. Collaborating with HR leaders and key stakeholders, this role optimizes the use and functionality of the Workday application.

Additionally, the HRIS Senior Manager manages the design, development and implementation of new configurations aimed at expanding and improving the Workday experience.

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Qualifications:

- Bachelor's Degree in Human Resources, Information Systems, or a related concentration.
- 7+ years in job-related role demonstrating progressive growth in responsibilities. Supervisory experience is preferred.
- Proficiency in Workday.
- Strategic and analytical thinker with superior problem-solving and decision-making skills.
- Detail-oriented with excellent organization and time management skills; adaptable in fast-paced environments.
- Proactive with strong written and oral communications skills to clearly and concisely summarize conclusions and observations.

Duties and Responsibilities:

- Provide oversight of a team of analysts responsible for ensuring the alignment of the Workday application with business processes and HR regulations across all offices worldwide.
- Ensure the system data integrity and develop protocols for data audits.
- In coordination with HR management, guide the strategic management of Workday system to ensure it aligns with best-in-class practices.
- Consistently review Workday and the coordinating programs for areas of improvement to maximize the value.
- Develop an HRIS roadmap aligned with organizational and strategic goals.
- Work closely with HR leaders, Finance, and IT to collaborate on enhancements to the program.
- Stay abreast of Workday releases, new features, and best practices to optimize system performance and enhance user experience. Identify opportunities for increased automation across all functions.
- Develop and manage standard and custom HR reports and dashboards.
- Conduct gap analysis between existing configurations and proposed solutions, and present recommendations to improve efficiency of HR (including benefits and compensation) and Payroll functions.
- Act as the project lead for Workday releases, upgrades and enhancements, including integrations between Workday and other applications.

Qualifications (Continued):

- Possess the highest level of integrity and good judgment, with the ability to effectively handle highly sensitive and confidentiality.

Duties & Responsibilities (Continued):

- Oversee testing and communication strategies for all newly released functionality that impacts the user experience.
- Troubleshoot technical issues, identify root causes, and implement solutions to ensure system stability and reliability.
- Provide technical guidance in the yearly review processes such as annual performance reviews, benefits open enrollment, compensation increases through advanced compensation, and year end processes such as ACA compliance.
- Collaborate closely with external vendors and service providers to facilitate efficient, accurate, and timely information exchange.
- Review and maintain security roles and access rights to safeguard confidential employee data and ensure compliance with data security and privacy requirements. Provide recommendations on changes and enhancements to the security protocol.
- Foster a culture of continuous improvement and collaboration within the team, ensuring alignment with the broader strategic goals of the department and the firm.

Status: Exempt

Reports To: Senior Director of Compensation and Benefits

Workplace Type: Remote

Salary range is \$126,000 - \$201,000 based on office location and national average; actual salary dependent on candidate experience and location.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>