

# Global Human Resources Information System Administrator

**Department:** Human Capital & Talent

**Organizational Relationship:** Reports to the Senior Manager of HR Systems and Operations

**FLSA Status:** Exempt

**Last Updated:** August 26, 2024

## **General Summary:**

The HRIS Administrator is a key member of the HR Operations team and will be responsible for managing and optimizing the organization's Human Resources Information System (PeopleSoft) with a focus on benefits administration. This role involves the configuration of open enrollment, consulting with well-being and benefits vendors and internal management on best practices, and developing innovative solutions to enhance the company's benefits offerings. The HRIS Administrator will play a pivotal role in ensuring that the HRIS supports the strategic objectives of the firm and delivers a robust and comprehensive benefits experience to employees.

## **Essential Duties and Responsibilities:**

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Utilizes experience to manage and configure the HRIS for benefits, ensuring an effective and efficient open enrollment process
2. Collaborates with the well-being and benefits team, along with vendors, utilizing any applicable Oracle bolt-on software to improve the functionality and user experience of the HRIS with the goal of driving engagement in the firm's programs and resources
3. Conducts audits of benefit plan structure, electronic file feeds, reports, etc.; makes recommendations to automate / streamline processes to ensure efficiencies
4. Coordinates with HRIS technology and Compliance teams to implement and upgrade all insurance carrier eligibility file feeds; monitors weekly file feeds to resolve any errors and make the necessary updates to ensure data quality
5. Provides expert consultation on HRIS best practices, guiding both vendors and management to optimize the benefits system
6. Leads the development and implementation of innovative HRIS solutions that address the firm's needs and contribute to its strategic objectives
7. Maintains open communication with the Senior Manager of HR Operations and Systems, delivering regular reports and strategic insights on HRIS initiatives and performance

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8. Attends stakeholder meetings as needed, actively participate in discussions regarding HRIS capabilities, seek to understand requirements, partnering with the well-being and benefits leadership, Senior Manager of HR Operations and Systems and the Technology team to evaluate the scope of any work needed to build HRIS solutions
9. Designs and conducts comprehensive training programs for benefits users, ensuring proficiency and effective utilization of the system
10. Ensures strict adherence to legal standards and maintain the highest level of data integrity and security within the HRIS
11. Keeps abreast of industry trends and technological advancements to continually refine and enhance the benefits administration process and platform
12. Provides comprehensive reports to benefits management for billing reconciliation, or year-end audits as needed
13. Provides support to internal clients and stakeholders with a strong focus on delivering service with excellence

## Position Specifications

### *Education*

- Bachelor's degree or equivalent required
- A minimum of four years' of Benefits/HR or HR Systems experience may be considered in lieu of a degree

### *Work Experience*

- A minimum of five years' of Benefits/HRIS experience required, including a minimum of three years' experience with implementing benefit administration solutions

### *Knowledge, Skills & Abilities*

- Human Resources Information System (HRIS) knowledge
- Extensive understanding of benefits administration to manage complex systems and provide valuable expertise
- Advanced proficiency in PeopleSoft, Oracle bolt-on applications, and other benefits solutions, ensuring the HRIS (PeopleSoft) is leveraged to its full potential
- An analytical thinker with the ability to consult on best practices and align HRIS capabilities with the firm's long-term goals
- A forward-looking approach, with a history of spearheading initiatives that enhance the benefits experience for employees and the organization
- Strong collaborative skills, with a proven ability to collaborate effectively with diverse teams and stakeholders
- Ability to deliver beginning-to-end projects
- Well-developed and professional people skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Ability to prioritize projects
- Ability to adapt and adjust priorities based on business demands

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- Effective communication skills, both written and verbal
- Ability to manage confidential and sensitive information with the appropriate discretion
- Advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Knowledge and proficiency in PC applications, including MS Office

## *Physical Demands*

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

## *Working Conditions*

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.