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**FIND YOUR PURPOSE. JOIN OUR MISSION.**

As one of the largest credit unions in the region and top performing in the nation, NASA Federal Credit Union members enjoy banking with an organization that's well established, financially sound and thrives on technology. With a strong heritage to serving the needs of individuals in the science, technology and engineering fields, the credit union philosophy of People Helping People has always been a priority.

**We offer a generous benefit package:**

* 401(k) match to 5% of earnings – immediate enrollment and 100% vesting
* Choice of two health plans
* Dental
* Life Insurance
* Long-term Disability Insurance
* Employee Assistance Program
* Paid vacation
* Paid sick time
* 10 Paid holidays
* Profit Sharing eligible

**Responsibilities**

**JOB SKILLS/DUTIES SUMMARY**

* Maintains HRIS and other HR systems such as the performance appraisal system, applicant tracking system and other systems relating to HR functions and incorporating changes that impact these systems. Includes developing documentation/procedures, making/recommending process improvements, testing impact of updates and communicating changes to impacted internal/external team members.
* Provides support to the HR Department, including researching and resolving HRIS problems, creating surveys & forms, unexpected results or process flaws; performing scheduled activities; recommending solutions or alternate methods to meet requirements.
* Maintains data integrity in systems by regularly running queries, analyzing data and updating the system, as needed.
* Works on department projects with all members of HR department, usually technical or HR branding in nature, such as creating improved efficiencies within the Department. Guides team members on work methods that result in performing tasks more efficiently while using our automated systems and programs such as Excel.
* Generates/files reports such as the EEO-1 report, annual non-discrimination testing for benefits plan(s), annual 1095 and 1094 forms, CMS creditable coverage, and monthly reports such as ACA reports and employee listing/emergency contacts report for business continuity.
* Serves as a Project Coordinator for large Human Resources Department-related assignments.
* Maintains an an in-depth knowledge of the policies, procedures, and compliance issues relating to Human Resources and Human Resources Systems (HRIS, applicant tracking system, etc.).
* Provides support or acts as a Project Coordinator for technical-related assignments within the Administration Division.
* Possesses the ability to demonstrate flexibility in multi-tasking, manage high demands on their time, and work with everyone in the Administration Division.
* Detail oriented with the ability to prioritize work and accurately complete multiple tasks under minimal supervision and rigid time constraints.

**Qualifications**

Bachelor's degree (B. A.) from four-year college or university in related field, Human Resources and/or Technology related preferred; and two to four years of experience with various Human Resource Systems.

Experience working with an HRIS and applicant tracking system.  Proficient in Microsoft Word, Excel, PowerPoint, Adobe, DocuSign. Demonstrates a working knowledge of the policies, procedures, and compliance issues relating to Human Resources.  Demonstrates the ability to work in an environment with changing priorities while managing high demands on their time. Meets planned and unplanned deadlines. Cross-trains in other areas of Human Resources.