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## **Human Resource Information System (HRIS) Associate**

Company: The Arc Baltimore  
Location: Baltimore, MD

### **ABOUT US**

Dedicated to providing advocacy and high quality, life-changing supports since 1949, The Arc Baltimore supports more than 6,000 adults and children with intellectual and developmental disabilities and their families living and working in Baltimore City and Baltimore County. With an annual budget of \$50 million and approximately 950 full and part time employees, dedicated staff provides services at six day locations and 100+ owned and leased residential sites located in the Baltimore metropolitan area. With a focus on employment, we partner with over 140 companies to employ or host interns.

As one of the nation's largest and most respected organizations of its kind, The Arc Baltimore is an indispensable resource, providing employment training and support, day and residential services, family support and education, treatment foster care, assistive technology services, respite care, public policy advocacy, and information and referrals.

Learn more about us at [www.thearcbaltimore.org](http://www.thearcbaltimore.org).

### **POSITION SUMMARY:**

The Human Resource Information System (HRIS) Associate is a critical part the human resources team providing valuable data and report capabilities to the team and executive management. This person will also be responsible for supporting the organizations HRIS applications and modules.

### **DUTIES & RESPONSIBILITIES:**

1. Oversees and maintains optimal function of the HRIS, which may include installation, customization, development, maintenance, and upgrade to applications, systems, and modules.
2. Provides technical support, troubleshooting, and guidance to HRIS users.
3. Collaborates with executive leadership and HR staff to identify system improvements and enhancements; recommends and implements solutions.



7215 York Road, Baltimore, MD 21212 - T 410-296-2272 / F 443-279-3430  
[www.thearcbaltimore.org](http://www.thearcbaltimore.org)  
Maryland Relay: 800-735-2258



4. Manages permissions, access, personalization, and similar system operations and settings for HRIS users.
5. Compiles or assists with the acquisition of complex data reports, summaries, and logs for senior executives and HR staff.
6. Serves as lead representative and liaison between HR, information services, external vendors, and other stakeholders for HRIS design and implementation projects.
7. Ensures system compliance with data security and privacy requirements.
8. Maintains knowledge of trends and developments in HRIS providers, vendors, and technology.
9. Develops and maintains affirmative action plan; files EEO-1 and VETS 100 reports annually; maintains other records, reports, and logs to meet EEO regulations.
10. Develop, prepare, generate, and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including but not limited to issues such as staffing levels/deployment, turnover, recruitment, applicant tracking, Affirmative Action/EEO, compensation, promotions, etc. Effectively utilize the data processing system to obtain, store, and analyze pertinent data and information.
1. Performs other duties as required.

**EDUCATION & EXPERIENCE:**

1. Bachelors degree in Information Technology, Human Resources Management, Business Administration, or related field required.
2. At least three years of related experience required
3. Excellent verbal and written communication skills.
4. Excellent interpersonal and technical support skills.
5. Excellent organizational skills and attention to detail.
6. Strong analytical and problem-solving skills.
7. Familiarity with human resource policies and procedures to ensure the HRIS meets organizational needs and goals.
8. Ability to keep information confidential.
9. Proficient with Microsoft Office Suite or related software.

**WORKING CONDITIONS:**

- Normal Working conditions.

Interested applicants may apply online at:  
<https://www.thearcbaltimore.org/about/join-our-staff/>