



Toyon Research Corporation

6800 Cortona Drive
Goleta, CA 93117
www.toyon.com

CAREER OPPORTUNITIES – Santa Barbara, CA

HRIS Specialist (Ref #2022-A)

Toyon Research Corporation is seeking an HRIS Specialist to work in our fast paced, dynamic Goleta company headquarters. The HRIS Specialist will use their detail-oriented, analytical, and technical skills to champion the effective use of the HRIS. The HRIS Specialist will provide ongoing support to a variety of HR technologies used in HR functions including benefits, compensation, performance management, employee self-service, and recruiting.

Key Responsibilities:

- Own HRIS data integrity, reporting, and metrics including running various reports, extracting and analyzing data
- Provide census and employment related data to management and vendors as necessary
- Compliance with various state and federal agency required reporting (ACA, EEO-1, VETS-4212)
- Contact person for vendors, employees, and management on HRIS and benefits administration

Skills, Knowledge, and Abilities:

- Demonstrated aptitude in HRIS management, benefits administration, and compensation analysis
- Thorough knowledge of state and federal employment law
- Working knowledge and experience with database query tools, data exporting, data analysis, creation of data reports and intermediate Excel skills
- Ability to identify and handle priority and/or sensitive issues with discretion and a commitment to confidentiality
- Excellent interpersonal, written and oral communication skills, and an acute attention to detail
- Computer proficiency (Proficient with Microsoft Office Suite)

Education, Qualifications, & Experience:

- Bachelor's degree in Human Resources, Organizational Development, Business or Public Administration, English, Communications, or related field
- Minimum of 5 years professional HR experience
- PHR and/or SHRM-CP certification preferred
- Government contractor experience a plus

U.S. Citizenship Required. Ability to qualify for a US Department of Defense security clearance required.

Please e-mail resume to: employment@toyon.com

WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability