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Job Description

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| Job Title | Specialist, HRIS |
| Location | New York |
| Department | HRIS |
| Reports to | Senior Manager, HRIS |
| Exempt/Non-Exempt | Non-Exempt |
| Work Schedule | Monday through Friday, 9:30 a.m. to 5:30 p.m. (overtime as required) |
| Position Summary | The Specialist, HRIS supports the HRIS team with Workday training, reporting and configuration. |
| Essential Duties and Responsibilities | <p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Workday configuration, reporting and inputting (UI and EIB)— Provide Workday training to legal and non-legal new hires— Answer user questions on Workday— Prepare Workday training documentation— Maintain Workday Wiki |
| Qualifications/Position Requirements | <ul style="list-style-type: none">— Advanced knowledge of Workday— Ability to manage a varied workload and meet deadlines— Must be punctual and reliable— Proficient in MS Word, Excel, PowerPoint, Outlook and other applications as needed— Strong interpersonal skills— Must be able to work collaboratively with others— Flexibility in daily schedule to accommodate unexpected situations— Excellent written and verbal communication skills— Ability to proofread typed material for typographical, spelling and grammatical errors |

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| | <ul style="list-style-type: none">– Problem-solving skills are essential– Effective organizational and time management skills |
| Education and/or Experience | <ul style="list-style-type: none">– Bachelor's degree in Human Resources or a related discipline– Minimum 3 years' experience in related role– Prior experience using Workday required |
| Compensation | Commensurate with experience |
| To Apply | Submit resume and cover letter to: hr.ny@davispolk.com |

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.