

Job Description

Job Title: Human Resources Information Systems Analyst

Position Code: 1E39, AE39

Job Classification: Exempt

Supervisor: Assistant Superintendent, Human Resource & Staff Support

Pay Grade: 42

Contract Length: 245 Days

Job Summary

This is a mid-level professional administrative position responsible for working with the district's Human Resources information systems (new hire processes, licensure, applicant tracking, retirement, compensation, benefits, worker's compensation, employee self-service, and sub finder). This position is responsible for ensuring the efficient operation and use of the district's employee data system, for ensuring adequate security controls for the proper safeguarding of confidential data and ensuring the integrity of accurate employee information, and for providing information, training, and technical support to system users. This position works under the general guidance of the Assistant Superintendent of Human Resources and Staff Support. The position is expected to establish priorities and collaborate with administrators internal and external to Human Resources Services. The position will also serve as a liaison to the Information Technology Services department.

Essential Duties

1. Serves on project management team for major systems acquisition and/or enhancements to existing application software and operating system software. This includes assisting with project plans, resource plans, risk assessments, change control plans, schedules and project budgets, implementation plans, and contract administration. Implementation and execution responsibilities will continue over the life-cycle of the systems.
2. Assists in development of policy recommendations, procedures and processes related to Human Resources systems.
3. Serves as the system administrator responsible for assessing the impact of all system-related changes on integrated functionality to ensure efficient, effective operations are maintained.
4. Acquires or adapts initial training materials for new systems and changes to existing systems. Helps develop initial and ongoing training strategy (in-house, outsourced) for Human Resources systems.
5. Works with contractors and Information Technology Services personnel to implement adequate security controls for the proper safeguarding of confidential data and to ensure the integrity of accurate employee information. Coordinates the scheduling of support available from Information Technology Services to meet priorities. Tracks and resolves application software problems in a timely manner.
6. Prepares detailed testing plans and facilitates, supervises, and monitors testing of major system upgrades. Serves as a liaison with contractor to resolve system problems and "debug" software.
7. Prepares and maintains current documentation of Human Resources information system.
8. Seeks input from and coordinates system improvements with a diverse user community and serves as a liaison with decentralized users. Improvements can take the form of process re-engineering or working with contractors to pursue modifications to the underlying software.
9. Provides support and consulting services to users of Human Resources information system to include report writing and data analysis.

Other Duties

Performs any other related duties as assigned by the Assistant Superintendent for Human Resources and Staff Support or any other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree in Business Administration, or Human Resources Management with an emphasis on Management Information Systems, Computer Science, or a related field and/or considerable related experience in Human Resources systems analysis and computer systems applications. Must possess knowledge of government business practices and procedures. Must possess knowledge of Windows operating system, personal computer software, personal computer hardware, web design, and personal computer networking systems. Must possess the ability to present information clearly and effectively both orally and in writing. Must possess the knowledge of Word, Access and Excel. Must possess the ability to prepare technical reports and manuals.

Working Conditions & Physical Requirements

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Assistant Superintendent Human Resources & Staff Support

This job description in no way states or implies that these are the only duties to be performed by this employee. The Human Resources Systems Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent of Human Resources and Staff Support or other appropriate administrators.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date