

**DRAFT**



**MILWAUKEE PUBLIC SCHOOLS**  
DEPARTMENT OF HUMAN RESOURCES

Administration Building  
5225 West Vliet Street  
P. O. Box 2181  
Milwaukee, WI 53201-2181  
Area 414: 475-8205

**POSITION DESCRIPTION**

<b>JOB TITLE: Administrator, Human Resources Systems &amp; Records</b> Job Class: 1451		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Compensation Office	<b>DIVISION</b> Human Resources
<b>BARGAINING UNIT: ASC-Exempt</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)          Performs administrative and technical duties relative to planning, organizing and implementing all aspects of functional security for the HRIS system(s) – IRIS, PeopleSoft, IFAS, Entity, Filenet, Position Management and on-line applications. Coordinates end-user training and ensures HR systems are fully operational. Administers and implements contract settlements and other changes to the system. Supervises employees in the Systems and Records office.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Oversees, develops, documents and maintains policies and procedures for the Systems and Records office of Milwaukee Public Schools (MPS) and develops internal controls for processing personnel transactions.
2. Works closely with other business departments to implement rate changes associated with contract settlements and to develop mechanisms to calculate retroactive pay for large groups of people.
3. Ensures the accurate implementation, **documentation**, processing and maintenance of compensation related transactions to include new hires, increments, promotional adjustments, appointments, special labor contract provisions and other transactions involving pay. Maintains the district salary schedule.
4. Ensures the development and distribution of timely reports, queries and information requested by the Board of School Directors, regulatory agencies and other designated organizations and individuals. Approves data transmissions to internal and external requestors.
5. Resolves compensation problems and responds to issues, questions and concerns from departmental managers, supervisors, HR staff and other district employees.

## DRAFT

6. Oversees Federal and State reporting to agencies such as Equal Employment Opportunity Commission (EEOC), Equal Rights Division (ERD), Department of Public Instruction (DPI) and the Department of Labor (DOL). Ensures compliance with all necessary Federal and State statutes.
7. Assists with the implementation of software upgrades to all HR Systems, including the development of the project plan. **Serves as Subject Matter Expert for HR related ERP application development.**
8. Approves user access privileges and establishes employee change procedure for the HR Systems. Maintains user and security tables. Monitors and reports security violations and attempts at violations for the HR Systems.
9. Oversees the position management function for the district. Coordinates with Finance, **establishes and maintains** ~~creates new~~ position codes and ensures validation with account codes.
10. Assists the Department of Technology with the system upgrade strategy. Manages the testing of all systems software upgrades and fixes. Troubleshoots technical and functional problems.
11. Defines training requirements for new/upgraded systems and provides training; functional and technical.
12. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision received from Director, Human Resources.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total supervision for a staff of four; two professional and two clerical.

**JOB REQUIREMENTS:** 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Position requires a Bachelor's degree in Business, Human Resources, Information Technologies or a related field.

**Experience Requirements**

A minimum of five years of progressively responsible experience in a public sector, system-run environment is required. Experience in a high volume transaction processing environment is required.

**Knowledge, Skills, and Abilities**

## DRAFT

Strong interpersonal skills and ability to communicate both orally and in writing and to deal effectively in a team environment is required. The ability to maintain records and knowledge of computerized information systems used in human resources applications is required. The ability to plan, coordinate, and administer complex administrative systems and processes in a computerized environment is required. Advanced computer skills, to include HRIS software (PeopleSoft) database management, financial software and advanced skills in MS Word and Excel, e-mail, and the internet are all necessary. Strong analytical skills and the ability to handle multiple projects with varying deadlines is required. Must be able to work effectively in a diverse environment. Must be able to handle many projects with strict yet differing deadlines. Employee development and performance management skills are essential.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Typical office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Occasional travel and light standing, lifting and bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**