



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Technician I, Data Management</i>	Last Revised/Approved: <i>07/06/2018</i>
Job Code: 0332	Reports To: <i>Director, Benefits, Data Management & Pension</i>
Office: <i>Office of Human Resources</i>	Department: <i>Data Management</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Non-Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Completes the day-to-day work of the Data Management unit and assists in the development and maintenance of documentation for employee electronic and paper files. Implements, administers and evaluates the district's Health and Productivity Management program (H&PM) including day-to-day operations and oversight of program vendors.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Ensures the accurate implementation and processing of all data entry transactions into HRMS/Payroll system for the Office of Human Resources, Compensation, Pension and Benefits.
- Enters new hires and rehires on HRMS/Payroll system and ensures benefit enrollments and other data is entered in order to receive accurate pay. Establishes secondary jobs, as necessary.
- Process all employment actions including transfers, promotions and leaves and verifies pay and benefit affected by such changes. Tracks and maintains pay rate changes.
- Processes tuition reimbursement payment requests and establishes travel allowances and other additional pay.
- Assists in on-demand Benefit Administration processing and benefit bill payment posting.
- Assist in the processing of address and Form W-4 changes and establishes general deductions to support payroll functions as needed.
- Assists with high volume data changes due to pay increases and/or retroactive adjustments.
- Develops and coordinates internal and external systems for the management and supports the district's benefit programs to maximize the effectiveness of and participation in the program.
- Coordinates program implementation with vendors and local providers including the ongoing development of effective delivery systems for each program component.
- Provides assistance as needed in the administration of the district's health benefit programs including special projects as assigned.

- Develops, recommends and monitors a budget for the various benefit programs, including coordination of data for the measurement of program effectiveness.
- Assist with testing and implementation of system upgrades and enhancements.
- Generates routine and ad hoc reports which include the Board Report, Utilization reports, Tenure Reports and Federal, State and Local statutory reports. Runs and monitors Pre/Post payroll audit reports to ensure accurate pay and benefits on regular basis.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in Business or a related field; a combination of education and experience may be substituted.
- Two or more years of responsible experience in the management of benefits programs is desired.

Experience Requirements:

- Position requires two to three years of experience in a high volume HRMS/Payroll data entry environment.
- Public sector experience is desired.

Knowledge, Skills and Abilities:

- Effective written and oral communication skills are essential.
- Attention to detail and organizational skills are required.
- Must be able to work with a diverse group of people.
- General human resources, payroll and benefits experience is desired.
- Experience using PeopleSoft or another HR data system is required.
- Must be able to deal effectively with time-sensitive and confidential data.
- Must be able to meet established deadlines.
- Ability to work collaboratively is necessary.
- PC skills and comfort using MS Office and various databases required.
- Knowledge of generating queries and reports is desired.

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 or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job

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.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in

the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.