



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> <b>Data Management Coordinator</b>	
<b>Job Class:</b>	
<b>DATE</b>	Office of Human Resources Data Management
<b>BARGAINING UNIT: ASC Exempt</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>
<b>APPROVALS</b>	
<b>POSITION SUMMARY:</b> (Describe the general nature and level of work performed by this position.)	
Oversees the day-to-day work of the Transactions unit and assists in the development and maintenance of documentation and training materials for the unit.	

**DESCRIPTION OF THE JOB:** DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (\*) 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. Ensures the accurate implementation and processing of all data entry transactions into HRMS/Payroll system for the Office of Human Resources, Compensation and Benefits, and Payroll department.
2. Assists in the preparation and maintenance of procedure manuals and training materials. Provides training and support to Data Management assistants.
3. Supports the maintenance of reports and data for highly qualified teachers and para-professionals for the Elementary and Secondary Education Act (ESEA), the Department of Public Instruction and the district.
4. Develops and maintains databases to track licensing data for emergency licensed and initial educators to ensure the district's system of support aligns with PI 34 requirements for initial educators.
5. 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.
6. Process all employment actions including transfers, promotions and leaves and verifies pay and benefit affected by such changes. Tracks and maintains pay rate changes.
7. Processes tuition reimbursement payment requests and establishes travel allowances and other additional pay.

8. Processes benefit plan enrollments and changes including family status changes and open enrollment transactions. Assists in on-demand Benefit Administration processing and benefit bill payment posting.
9. Maintains absence code changes, processes address and Form W-4 changes and establishes and maintains direct deposit and general deductions to support payroll functions.
10. Assists with high volume data changes due to pay increases and/or retroactive adjustments.
11. Processes terminations on a timely basis to ensure all deductions are processed and no overpayment is generated. Processes leave plan payouts, as necessary.
12. Is responsible for running routine and ad hoc reports which include the Board Report, 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.
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.)

Works under the supervision of the Pension and Data Systems Manager; receives direction from various subject matter experts..

**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.

Functional coordination of Data Management Assistants.

**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.)

A bachelor's degree in Business or a related field; a combination of education and experience may be substituted.

**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. 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.

General 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.

General office environment, must be able to handle light lifting and occasional standing, 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.**