



POSITION DESCRIPTION

JOB TITLE: Data Management Coordinator Job Class: 0332		
DATE	DEPARTMENT OR SCHOOL Office of Human Capital	DIVISION Benefit and Compensation Services
BARGAINING UNIT: ASC -Exempt		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: (Current)	Pay Range: (Current)	Management Approval:
POSITION SUMMARY and PURPOSE: Oversees the day to day work of the Data Management Unit. Assists in the development and maintenance of documentation and training materials for the unit. Supports the quality and effectiveness of Compensation and Data Management services.		

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. Monitors and verifies data entry to ensure the accurate implementation and processing of all transactions into the HRMS/Payroll system for the Office of Human Capital Services, Compensation and Benefits, and Payroll departments. Performs audits necessary to ensure accuracy.
2. Troubleshoots employee issues related to the data within the HRMS/Payroll system.
3. Assists in the preparation and maintenance of procedure manuals and training materials. Provides training and support to Data Management Assistants.
4. Creates policies, guidelines and forms as needed for internal transaction requests as well as employee requests.
5. Enters new hires and rehires on the HRMS/Payroll system and ensures benefit enrollments and other data as 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 benefits affected by such changes. Tracks and maintains pay rate changes.
7. Calculates and processes payment for salary adjustments due to lane changes and step progressions and due to promotion, demotion and calendar changes.
8. Evaluate license information, transcripts and previous experience to determine eligibility for salary advancement. Processes lane changes and step progressions.
9. Assists with high volume data changes due to pay increases and/or retroactive pay adjustments.
10. Verifies long term Substitute Teacher assignments and their eligibility for additional pay. Calculates and processes additional pay for those meeting the necessary criteria.

11. Processes retirements and terminations on a timely basis to ensure all deductions are processed correctly and no overpayment is generated.
12. Calculates and processes all leave plan payouts.
13. Responsible for running routine reports including the Board Report and Federal, State and Local statutory reports. Monitors pre/post payroll audits on a bi weekly basis and makes necessary corrections and changes to ensure accurate pay and benefits.
14. Maintains resignation/retirement database and turnover data.
15. Generates ad hoc reports in response to data requests.
16. Creates and maintains queries to extract data. Downloads, organizes and analyzes data for accuracy.
17. Manages all aspects of tuition/seminar reimbursement program by maintaining databases, determining eligibility, processing of payments and calculating of funds used to ensure budget limitations are not exceeded.
18. Serves as the ePerformance/Teachscape point of contact for questions and/or issues related to the annual employee evaluation process.
19. Ensure accuracy of reporting relationships, employee information and evaluation requirements in the HRMS/Payroll system and update when necessary. Monitor the managers select evaluator page, provide lists of evaluations due and create/recreate evaluation documents as needed.
20. Implement disciplinary actions and process pay adjustments as needed for employee suspensions.
21. Responsible for determining the individuals required to pay liquidated damages, those responsible for repayment of Montessori training sponsorship as well as those individuals required to repay tuition reimbursement funds received.
22. Process invoice requests, payment reconciliation and maintain databases to monitor payments received and balances due for liquidated damages, repayment of Montessori sponsorship and repayment of tuition reimbursement funds received.
23. Actively supports the MPS strategic plan.
24. 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 provided by the Pension and Data System Manager, receive 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.)

Position requires a bachelor's degree in Human Resources or business or a related field; a combination of education and experience may be considered.

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 oral and written communication and presentation skills are required. Skill at organizing

resources and establishing priorities. Excellent teamwork skills are essential. General human resource, 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 skill and comfort using MS Office are 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.