



**POSITION DESCRIPTION**

<b>JOB TITLE: HR Data Analyst</b> Job Class: 2435		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<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.) Develops and maintains data management reports in response to mandated internal and external data requests, as well as ad-hoc information requests. Assists the HRMS System Administrator in the maintenance of the various Human Resource systems used for personnel management, payroll, document imaging, and data warehousing.</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. Assists the Compensation Manager in developing an updated and computerized system to track teacher education and in-service credits for salary advancement and to track courses taken for professional development and for PI-34 certification.
2. Maintains tuition reimbursement logs, tracks available amounts by person and by bargaining unit, sends denial letters as necessary and prepares materials for scanning. Coordinates repayment of tuition payments from employees who have left the district.
3. Maintains records for Transition to Teaching, tracks grant payments, communicates with Finance and assists with collection of funds from employees who did not fulfill contract.
4. Ensures the development, distribution and maintenance of reports and information requested by the Board of School Directors, appropriate regulatory agencies and other designated organizations and individuals. Develops and maintains various reports for the School Board for new certificated hires, terminations, retirements and tenure. Creates ad hoc reports as requested.
5. Maintains the Compensation department filing system to ensure job descriptions are accessible and updated regularly. Works to transition compensation files to a user-friendly, computer accessible system.
6. Tracks employee residency, researches complaints and provides documentation to the investigator. Regularly tracks residency to alert employees of expiration of grace period or to confirm addresses associated with P. O. Boxes.

7. Updates PeopleSoft software with compensation related transactions. Develops databases to assist with avoiding over and under-payments to employees. Audits records regularly.
8. Processes monthly increments according to contract language. Maintains a working knowledge of the MPS union contracts and follows negotiated changes to ensure MPS compensation policies remain accurate.
9. Assists Compensation Manager in formulating, evaluating and implementing compensation policies and procedures consistent with current HR policies.
10. Assists with processing of request-to-fill paperwork to prepare positions for posting.
11. Assists the Compensation department with auditing salaries after large contract settlements and the semi-annual vacancy pay processes.
12. Performs other duties as assigned.

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

Position receives general supervision from the Administrator, Human Resources Systems and Records.

**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 supervision of support staff on a project basis or in the absence of the Administrator.

**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 from an accredited college or university in Business, HR or a similar field. Experience and education may be used in lieu of the Bachelor's degree.

**Experience Requirements**

One to three years of previous experience in a high-volume transaction environment is necessary. Experience with an automated HRIS system, preferably PeopleSoft is required. Previous experience in a public sector environment is desired.

**Knowledge, Skills, and Abilities**

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, and relational databases used in human resources applications is required. Strong computer skills, to include database management, and advanced skills in MS Word and Excel, e-mail, and the internet. SQL experience a plus. Strong analytical skills and the ability to handle multiple projects with varying deadlines is required. Incumbent must be professional and able to work with a diverse group of employees and must be responsive to the needs of employees. The ability to operate under tight deadlines is required.

**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.

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.**