



POSITION DESCRIPTION

JOB TITLE: HR Data Analyst Job Class: 2435		
DATE	DEPARTMENT OR SCHOOL	DIVISION Human Resources
BARGAINING UNIT: ASC-Exempt		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (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. Ensures the development and distribution of timely reports and information requested by the Board of School Directors, appropriate regulatory agencies and other designated organizations and individuals. Develops various reports for the School Board which outline new certificated hires, terminations, retirements and tenure. Maintains reports on-line for future reference
3. 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.
4. Develops databases to track data correctly to avoid over/underpayments to employees and to ensure employee eligibility. Performs regular data audits to ensure data quality.
5. Updates PeopleSoft software with compensation related transactions.
6. Maintains a working knowledge of the MPS union contracts and follows negotiated changes to ensure MPS compensation policies remain accurate.
7. Assists Compensation Manager in formulating, evaluating and implementing compensation polices and procedures consistent with current HR policies

8. Oversees, develops and documents policies and procedures for the Compensation office and develops internal controls for processing personnel transactions, tuition reimbursement, severance pay, travel allowances and other payroll-driven events
9. Assists the Compensation department with auditing salaries after large contract settlements
10. Develops, designs, and presents in-service and general training to employees with regards to data entry. Provides specific instruction as needed on a one-to-one basis.
11. 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 HRMS System Administrator.

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 Compensation Manager.

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.