



Title:	Human Resources Information Systems Manager
Reports to:	Associate Superintendent
Terms of employment:	12 months
Salary:	State Salary
FLSA Exempt/Non-Exempt:	Non-Exempt

Nature of Work

Performs intermediate advanced technical work managing and maintaining HR Information systems, providing analytical and technical support to the district for the HR Information systems, creating various HR data reports, analyzing various HR data reports as needed for strategic planning, trend tracking, grant applications, etc. Also providing HR data analytical support to HR administration, and related work as apparent or assigned. Work is performed under the supervision of the Associate Superintendent.

Qualifications and Licensure

- Bachelor's Degree in a related field
- Knowledge of current education information systems
- Considerable experience in data analysis, working with advanced excel functions or structure query language, or
- Equivalent combination of education and experience

Duties and Responsibilities

- Serves as LINQ and Online Applicant System Administrator for Human Resources.
- Posts, monitors, and removes all job vacancies in the Online Applicant System.
- Creates and posts new positions when funding is approved.
- Completes staff actions for payroll for all of the following:
New Hires (excluding substitutes), Transfers, Resignations, Suspensions, Dismissals, Changes in Salary, Contractual Agreements.
- Assists Associate Superintendent with maintenance of databases for all 24 schools to monitor allotted positions and funding sources.
- Maintains monthly vacancy report.
- Assists in compiling the list of employee names for yearly teacher contract renewals.
- Assists with processing of yearly coaches contracts.
- Sends out electronic teacher contracts to current certified employees.
- Processes tutor recommendations.
- Maintains the certified and classified names added to the monthly board report.
- Prepares the SS-200 and EEO-5 Reports.
- Organizes and scans all completed personnel files into LINQ.
- Runs CEDARS report daily.
- Creates spreadsheets/databases for HR to assist with workflow.
- Monitors Title I, SIG, and EC positions to make sure allotments are correct at all schools.
- Performs all other duties as assigned by the supervisor.

Physical Requirements (if applicable)

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force.
- Work regularly requires speaking or hearing, frequently requires walking and sitting and occasionally requires standing, using hands to fingers, stooping, kneeling and lifting.
- Work requires preparing and analyzing written or computer data.
- Work has standard vision requirements.
- Hearing is required to perceive information at normal spoken word level.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.

Special Requirements (if applicable)

- The employee must possess a thorough knowledge of relational data modeling, database design, structured data reporting, object design and data integrity and validation procedures.
- Must have a thorough knowledge of technical manuals and guides to assist with work processes.
- Must have the ability to provide troubleshooting expertise for other non-technical staff.
- The employee must be able to communicate effectively in oral and written form.
- The employee must have the ability to establish and maintain effective working relationships with staff.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.