Position Title:	HRIS Analyst
Payroll/Personnel Type:	12 Month
Job #:	8469
Reports to:	Director of HR Operations
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The primary focus of this position is to support the maintenance of human resource information systems (HRIS). The HRIS analyst translates business objectives into system requirements to optimize processes, improve efficiency and improve the user experience with the system. This position serves as a technical point of contact for assigned functional areas and assists subject matter experts with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities. The HRIS analyst also supports system upgrades, patches, testing and other technical projects as assigned.

Essential Functions:

1. **System Maintenance**: Assist in the review, testing and implementation of HRIS upgrades or patches. Collaborate with functional and technical staff to coordinate application of upgrade or fix. Maintain HRIS tables. Document process and results.
   a) **Develop and maintain webforms (Laserfiche) and e-sign templates (DocuSign).**
   b) **Perform various levels of system maintenance on electronic employee records.**
   c) Perform regular file maintenance and uploads on all HR systems.
2. **Production Support**: Provide support for HRIS, including researching and resolving HRIS problems, unexpected results or process flaws; performing scheduled activities; recommending solutions or alternate methods to meet departmental goals/requirements.
   a) **Allocation maintenance:** create and maintain district allocations in SAP.
   b) **Perform appointments, separations, and other actions as needed in SAP.**
3. **Projects/Process Improvement**: Research and recommend process/customer service improvements and innovative solutions to streamline HR processes. Serve as an interdepartmental liaison with payroll, finance, and IT.
   a) **Using existing data, develop data dashboards using HR metrics to show trends in staffing, onboarding, and retention data.**
   b) Create and maintain a district certification database to audit educator credentials on a weekly, quarterly, annual basis.
   c) Use scripts and programs to create and automate Laserfiche workflows and reports.
4. **Reports/Queries/Audits**: Respond to internal and external requests for data to include but not limited to sunshine reports, department of labor surveys, and hire/separation reports.
   a) Assist in development of standard reports for ongoing customer needs.
   b) Help maintain data integrity in systems by running queries and analyzing data.
   c) Gather data as requested to comply with audit requests.
5. **Training**: Develops user procedures, guidelines and documentation. Trains department on new processes/functionality. Trains new system users.
6. **Individual Development**: Maintain awareness of current trends in HRIS with a focus on product and service development, delivery and support, and applying key technologies. Examine trends

in information systems training, materials and techniques. Participate in user group meetings/conferences.

7. Other duties as assigned.

Required Education and Experience

1. Bachelor's degree in computer science or related field or equivalent work experience.
2. Three to five years of HRIS or HR generalist or specialist experience.
3. One to two years of project management experience.
4. Systems implementation experience.
5. Extensive experience and proficiency with Microsoft Excel.

Preferred Education and Experience

1. Master's degree in computer science or related field or equivalent work experience.
2. SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP).
3. Certified Associate in Project Management (CAPM).
4. Experience with the following systems: SAP, KRONOS, Laserfiche, DocuSign.
5. Exposure to and experience with programming languages (such as SQL, python, java, etc).

Knowledge, Skills, and Abilities:

- Understands and uses qualitative/quantitative measurement and data collection design principles.
- Uses effective approaches for choosing a course of action or develops appropriate solutions to issues that arise.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Ability to operate under immense pressure and work independently
- Ability to deliver effective results, meet tight deadlines and targets
- Must be self-motivated and a team player with a positive attitude is essential
- Ability to maintain confidentiality of sensitive information

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Ability to work at a computer for lengthy periods of time
- Light Work usually requires sitting, walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date

Human Resources   Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.