

JOB DESCRIPTION

POSITION TITLE: Director, Human Resources Systems	JOB CODE: 473L or 473S
DIVISION: Human Resources (HR)	SALARY SCHEDULE: Professional/Supervisory Support or Annual Central Office Personnel
DEPARTMENT: Human Resources Systems	WORKDAYS: Annual Administrative Employee
REPORTS TO: Chief Human Resources Officer	PAY GRADE: Rank A (NK01) or CDR (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Oversees all technical and business systems in HR; acts as a liaison to other divisions (e.g., Technology, Finance) on technical matters; serves as an advisor to the CHRO regarding business systems and technology.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree; preferred degree in Computer Science or Information Systems
2.	Certification/License Required: N/A
3.	Experience: 10 years of experience in Technology or HR, with at least 5 years of experience directly involving technical projects or business systems, preferably in multi-platform HR environments
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; detailed knowledge of HR computer technology and business systems; strong leadership and interpersonal skills; planning and organizational abilities

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Serves as the functional manager of the HRIS and supervises the Senior Technology Analyst, Employment Verifications Clerk, and Records File Clerk.
3.	Responsible for problem solving and customer support of application system, Munis, Winocular, Absence Management, and other HR software applications.
4.	Oversees the operation of all technical and business systems in HR; analyzes HR procedures and workflow.
5.	Acts as a liaison to other divisions (e.g., Technology, Finance, etc.) on technical matters pertaining to HR functions and business systems.
6.	Serves as an advisor to the CHRO regarding HR business systems and technology.
7.	Identifies procedural strengths and weaknesses in HR business systems and technology; presents recommendations for improvement to administration.
8.	Responsible and accountable for analyzing the effectiveness of HR software applications and related functions.
9.	Ensures technical safeguards are maintained regarding confidential data.
10.	Collaborates with other directors to maximize the effectiveness of HR business systems and technology.
11.	Oversees implementation/project management of software and programming improvements to increase operational effectiveness within the district and the HR division.
12.	Generates reports and associated data as requested, performs special projects as assigned by the CHRO.
13.	Attends professional seminars and reviews technical literature to stay abreast of business processes, technology best practices and project management.

14.	Maintains the highest level of confidentiality and exercises professional judgment in all matters of HR and technical data.
15.	Performs other duties as assigned by the CHRO

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____