



EMPLOYEE NAME: _____

Revised: 10/12; 6/18; 12/18; 2/19; 8/23; 5/26

JOB DESCRIPTION

POSITION TITLE: Human Resources Senior Systems Analyst	JOB CODE: 473K
DIVISION: Human Resources	SALARY SCHEDULE: Technology Services
DEPARTMENT: Human Resources Systems	WORKDAYS: Annual Administrative
REPORTS TO: Executive Director, Employee Relations	PAY GRADE: Rank G (NT07)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Serves as the Administrator for HR Systems which includes but is not limited to system maintenance, implementations, and system upgrades. Provides strategies and analysis for system processes and reporting; leads projects, discovery sessions, and develops business rules, processes and workflows; acts as liaison to other divisions (e.g., Technology, Finance) on technical matters.	
REVISION DATES: 6/26	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or its equivalency required in Computer Science, Information Systems, or other related field (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor’s degree requirement; however, the work experience years used to qualify for the bachelor’s degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 5 years’ business systems experience as Human Resources or Technology Analyst/technician, or other positions with appropriate experience including technical projects and/or customer service in multi-platform environments.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; computer technology, project management, relational database management systems, web applications, 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.	System administrator for HR Systems (Applicant Tracking, JDX, Munis-HR/Payroll, etc.), under the direction of HR Leadership.
3.	Analyzes existing procedures for efficiency and effectiveness and develops new procedures to improve workflow and data integrity.
4.	Performs problem resolution and provides customer support for all HR Systems (i.e., application system; ATSe, MUNIS, aXs, Absence Management, and other HR software applications) and HR System users.
5.	Works alongside other HR technicians to manage, support, and maintain the HR district webpages (internal and public).
6.	Ensures technical safeguards are maintained regarding confidential data.
7.	Leads and manages system implementations and upgrades by developing formal project plans and uses appropriate planning methods; prepares detailed project documentation; including the development and testing of plans for project-based activities by acting as a liaison between Human Resources, Finance, Technology Services, and third-party vendors. Develops, maintains, and executes in-house training programs and documentation for end-users, internal, and external.

8.	Provides technical consultation and support to the end-user community in the design and development of specialized Human Resources service requests, queries, and data collection of various systems (e.g., MUNIS, application system, etc.); uses existing database, spreadsheet applications and/or other system tools in order to provide data collection for Board of Education, Human Resources, District personnel and Requests via Open Records process.
9.	Ensures technical safeguards are maintained to provide controlled user access and user data for all HR Systems.
10.	Works on cross-departmental projects with Human Resources with approval of the Executive Director, Employee Relations.
11.	Maintains the highest level of confidentiality and exercises professional judgment in all matters of HR and technical data.
12.	Attends professional seminars and reviews technical literature to stay abreast of business processes, technology best practices and project management.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____