



EMPLOYEE NAME: _____

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

JOB DESCRIPTION

POSITION TITLE: HR Technology Specialist	JOB CODE: 473L
DIVISION: Human Resources	SALARY SCHEDULE: Technology Services
DEPARTMENT: Employee Relations & Evaluations	WORKDAYS: Annual Administrative Employees
REPORTS TO: Supervisor, Evaluations	PAY GRADE: Rank H (NT08)
FLSA: Exempt	PAY FREQUENCY: Monthly
<p>PRIMARY FUNCTION: Responsible for all evaluation-related technology and technology support, including the teacher and leader effectiveness system and electronic platform; serves as the “super user” for the district. Provides project and security services for the electronic platform; performs security audits as required to ensure proper individual access applications/systems. Provides support to HR Systems personnel by analyzing, facilitating, and assisting with implementations of information systems applications through utilization of computer technology; works closely with user department staff to establish improved work performance through computerized automation procedures.</p>	
<p>REVISION DATES: 5/26</p>	

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: 3 years of IT and business work experience including software application implementation and technical documentation
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; excellent interpersonal skills; strong planning and organizational skills; proficiency with Microsoft Office products and Adobe Captivate or video tutorial application; project management, relational database management systems, web applications, and training.

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.	Maintains application security access for users within the school district and ensures technical safeguards are maintained to provide controlled user access and user data for all HR Systems.
3.	Provides support and assists in routing end-user service requests, including problem resolution, and provides customer support for all HR Systems (i.e., application system; ATSe, MUNIS, aXs, and other HR software applications) and HR System users.
4.	Coordinates contract implementation efforts and tracks contract compliance during implementation of evaluation systems.
5.	Working alongside other HR technicians, develops, and supports various web-based applications including evaluation systems, division and departmental web sites.
6.	Maintains and documents user access and control procedures for evaluation system platforms.
7.	Produces reports from electronic platform/systems as needed.
8.	Serves as a liaison between the department and its customers in the successful rollout of technology evaluation systems and processes providing effective communication and ongoing consultative support.
9.	Works on cross-departmental projects with Human Resources with the approval of the Supervisor of Evaluations and the Executive Director of Employee Relations.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____