

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Human Resources Senior Technology Analyst	<b>JOB CODE:</b> 473E
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Human Resources Systems	<b>WORK DAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Director, Human Resources Systems	<b>PAY GRADE:</b> Rank E (NK05)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Analyzes, designs, programs, and implements major information systems applications through utilization of computer technology under the leadership of the Director, Human Resources Systems; works closely with user department staff to establish improved work performance through computerized automation procedures.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor 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 Degree requirement; however, the work experience years used to qualify for the Bachelor 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 the 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, public relations, organization skills

***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.	Analyzes existing procedures for efficiency and effectiveness and develops new procedures to improve workflow and data integrity. Researches, evaluates and makes recommendations concerning new third-party products or industry trends, which are related to Human Resources operations and the impact of using such products.
3.	Performs problem resolution and provides customer support for all Aesop, TalentEd and HR System users.
4.	Develops and supports various web-based applications including departmental web sites.
5.	Develops and manages multiple databases on various platforms including Microsoft SQL Server and Microsoft Access.
6.	Develops formal project plans and uses appropriate planning methods; prepares detailed project documentation; leads and participates in systems development and implementation (e.g., MUNIS, Aesop and TalentEd) including the development and testing of plans for project-based activities by acting as a liaison between Human Resources, Technology Services and third-party vendors. Develops, maintains and executes in-house training programs for end-users, internal, and external.
7.	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. Aesop and TalentEd); 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.

8.	Ensures technical safeguards are maintained to provide controlled user access and user data for HR Systems
9.	Works on cross-departmental projects with Human Resources at the direction of the Director, Human Resources Systems.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_