# JOB DESCRIPTION

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| **POSITION TITLE:**  Human Resources Senior Technology Analyst | **JOB CODE:** 473E |
| **DIVISION:** Human Resources | **SALARY SCHEDULE:** Professional/Supervisory Support |
| **DEPARTMENT:** Human Resources Systems | **WORKDAYS:** Annual Administrative Employees |
| **REPORTS TO:** Director, Human Resources Systems | **PAY GRADE:** Rank E (NK05) |
| **FLSA:** Exempt | **PAY FREQUENCY:** Monthly |
| **PRIMARY FUNCTION:**  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:**

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| 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 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:**

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| 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 HR Systems (i.e., Applicant Tracking system; ATSe, MUNIS, Winocular, Absence Management, and other HR software applications) 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, Applicant Tracking system; ATSe, Absence Management, and other HR software applications.) 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. |
| 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., MUNIS, |

| | Applicant Tracking 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. |
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| 8. | Ensures technical safeguards are maintained to provide controlled user access and user data for all 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 _____