

FNSBSD JOB DESCRIPTION	
<b>Job Title: Senior Human Resource Technician – HRIS (Human Resources Information Systems)</b>	
<i>Supervisor:</i> Director of Compliance and Training	<i>Classification:</i> Hourly, non-union
<i>Days/Months:</i> 12 Months	<i>Grade:</i> 4

### **General Responsibilities**

The senior human resources technician - HRIS performs a wide variety of technical and complex duties related to set up, documentation and maintenance of the district's human resources information systems; provides department support for record compliance and instructional usage of HRIS.

### **Examples of Duties**

Develops and updates documentation on procedural usage of HRIS and provides training to human resources staff on procedures.

Develops, performs, and provides guidance on internal record audits along with the associated documentation of record exceptions and procedures for correction.

Researches and assists with planning and implementation of HRIS module updates/upgrades and new module usage.

Monitors and updates business work flow rules (complex chain of electronic approvals) in regards to human resource functions.

Works collaboratively with human resources and payroll staff to identify system process and data entry issues and provide suggestions for correction.

Provides support for the completion of fiscal year end processing.

Participates in the planning and development of human resources related HRIS security settings related to software systems for substitute management, timekeeping, and background check processing.

Assists with department document retention record system including MUNIS, fingerprinting systems, and department server files structure

Researches and reviews development of expanded usage of Employee Self Service (ESS) including benefits open enrollment, employee initiated personnel actions, and salary notifications.

Assists with personnel file record review and restructure and with developing electronic employee file systems.

Performs initial review of criminal background checks, forwards findings for further review, and assists with processing pre-adverse action process and maintaining system files.

Provides backup to other staff for new hire data entry and new hire orientations.

Provides oversight and backup as needed for volunteer approval processing including coordination with UAF for practicum student processing and maintenance and reconciliation of the volunteer records systems

Responds to staff and public inquiries via email, telephone, and walk-in.

Participates in meetings, workshops and seminars, as assigned, for the purpose of conveying and/or gathering information required to perform job functions.

Performs other duties as assigned.

### **Equipment Used**

Office-related equipment, to include computer, printer, scanner, fax, copy machine, telephone, and adding machine and related software.

### **Independent Decisions**

Independent decision-making required to fulfill assignments related to composition of documents, recommendations, and the collection and analysis of data and information.

### **Primary Working Contacts**

Extensive contact with employees and administrators. Occasional contact with the general public and state offices.

### **Responsibility for Cash, Equipment, Safety**

None.

### **Supervision Received and Exercised**

The senior technician - HRIS works under the direction of the Director of Compliance and Training. Minimum supervision received on a daily basis with supervisor review as needed.

### **Unusual Working Conditions**

High volume of work and strict adherence to deadlines may result in a stressful, high-pressure environment. May require overtime as needed.

### **Evaluation**

Annual written evaluation.

### **Qualifications**

**Education:** A minimum of an associate's degree in business, office management, management information systems, information technology, human resources or related field required. Related experience may be substituted for the education requirement on a year for year basis. If related experience is substituted for education, a total of four years of experience is required.

**Experience:** Two (or four, depending on education) years of progressively responsible experience in human resources, business administration, management information systems or closely related field required. Experience with a Human Resources Information System or similar database required. Experience in presenting information to large or small groups required. Experience working in a public school and union environment preferred.

**Skills:** Must demonstrate highly developed organizational and prioritization skills. Advanced proficiency with personal computers and databases, utilizing software programs such as Microsoft Word, Excel and Adobe Acrobat required. Strict attention to detail and strong written communication skills in English required. Ability to present information effectively, both orally and in writing.

Knowledge: Knowledge of management information systems, database management, report writing and internet research techniques required. Knowledge of human resources topics such as FMLA, COBRA, ADAAA, FLSA, and EEOC and other employment related laws preferred.

Abilities: Ability to manage and utilize different data sources to complete tasks. Ability to prioritize and successfully complete assignments in a timely manner. Ability to problem solve, analyze issues, and create plans of action to reach solutions. Ability to organize and explain complex information to others. Ability to work and communicate with diverse individuals and groups under a wide variety of circumstances. Ability to analyze school district procedures, policies, and negotiated agreements.