



# HRIS ANALYST

## SUMMARY/SCOPE/GOAL

This position serves as a technical point of contact and works with the Senior HRIS Analyst and other subject matter experts for the assigned functional areas in Human Resources and Educational Technology to ensure efficient maintenance and operation of Human Resources systems, to provide for optimum functionality, to ensure data integrity and security, to provide useful reporting and analysis to be used for process improvement opportunities. This position supports the implementation and maintenance of current and proposed human resource systems. The HRIS Analyst also supports Human Capital Management (HCM) upgrades, patches, testing and other technical projects as assigned, and works under the general supervision of the Compensation and Position Control Manager who assigns responsibilities, sets goals and objectives.

### Qualifications

#### **EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:**

##### **REQUIRED:**

- BA/BS from an accredited institution/program.
- Two (2) years relevant experience of a combination of professional experience in information systems management, human resource management, business administration, or similar.
- Demonstrated knowledge of HR, Business, or similar performance metrics.
- Experience in query and report writing with Enterprise level databases.

An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job may be considered.

##### **PREFERRED/DESIRED:**

- Public school district experience preferred.

#### **CERTIFICATIONS AND LICENSES:**

##### **REQUIRED:**

##### **PREFERRED/DESIRED:**

- PHR, SHRM-CP, or similar preferred.

## PERFORMANCE RESPONSIBILITIES

#### **ESSENTIAL FUNCTIONS:**

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

#### **HR FUNCTIONAL ANALYSIS**

1. Maintains current knowledge of HR operations and activities, bargaining agreements and contracts, employment related laws and regulations and district personnel and payroll policies.
2. Applies HR functional knowledge in optimizing HR information systems support.

#### **PRODUCTION SUPPORT**

1. Serves as the technical point of contact for the District's personnel evaluation system and provides timely responses to troubleshooting requests from all levels of stakeholders.

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2. Provide support for HR information system including, but not limited to, researching and resolving system problems, unexpected results or process flaws; perform scheduled activities; maintaining various HR databases' architecture integrity and advises the decision-making process in cross-functional architecture changes; creating, editing, and maintaining various databases such as Job Descriptions, document control, pay calendars, case file management, etc.

### DATA AND REPORTING

1. Participates with the fulfillment of Salary Survey requests and ad hoc report request processes, runs standard reports, and provides regular reporting of HR data as required.
2. Analyzes data sets from multiple sources and provides demographic, salary, etc.
3. Works with Educational Technology to resolve complex reporting issues.

### COLLECTIVE BARGAINING

1. Participates in collective bargaining assessment, strategy, and preparation.
2. Identifies issues for inclusion in the district proposal.
3. Participates in data analysis to determine and support District bargaining positions.
4. Identifies issues with proposed labor contract provisions and works with the Senior HRIS Analyst and cross-functional stakeholders to find alternatives achievable within the capabilities and constraints of existing systems.

### OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Must be able to work collaboratively and effectively with stakeholders of all levels; work in an environment with frequent interruptions and changing tasks and priorities; organize work and set priorities for accomplishing work in a timely and effective manner; and communicate on complex issues with a high level of effectiveness. Intermediate ability to put data into an analysis and reporting format. Demonstrated ability to identify trends, synthesize information and communicate appropriately. Intermediate experience with Microsoft Excel (e.g. Macros, pivot tables, advanced charts/graphs, conditional formatting, data tables, concatenation, etc.).

#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(S) SEDENTARY WORK**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Human Resources	<b>DEPARTMENT:</b>	Human Resources
<b>TITLE CODE:</b>	C2526	<b>CONTENT BY:</b>	Compensation and Position Control Manager
<b>GRADE:</b>	17	<b>COMPENSATION:</b>	Shannon Alvarez
<b>UNIT:</b>	NB	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>		<b>CLASSIFICATION:</b>	Karyle Green, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	05/21/97	Developed	Human Resources
1.1	12/08/01	REVISED	Human Resources
1.2	11/12/03	REVISED	Human Resources
2.0	08/22/17	REVISED	Human Resources
2.1	07/01/19	REVISED: New format	Human Resources
2.2	11/1/2021	New physical requirements format; add schedule	Ellie Kelly – Human Resources
3.0		REVISED: Updated job title, qualifications, essential functions, KSAs	Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.