



**CLASSIFICATION DESCRIPTION**  
**TITLE: Payroll and HRIS ~~/Data Analyst~~**  
**Specialist/~~Data~~Data Analyst**

<b><u>Title of Immediate Supervisor:</u></b> <del>HR Director</del> <u>HRIS and Payroll Supervisor</u>	<b><u>Department:</u></b> Human Resources	<b><u>FLSA Status:</u></b> Exempt
<b><u>Accountable For (Job Titles):</u></b> <del>Clerical.</del>		<b><u>Pay Grade Assignment:</u></b> Executive Employees Association, <u>Pay Level 1</u>

<b>General Summary or Purpose Of Job:</b>
<p> <u>Provides problem solving, user support and advice regarding the use of assigned Payroll and Human Resources software applications.</u> Develops and utilizes database systems to capture and analyze human resource information. <u>Oversees Payroll and Human Resources data systems and reporting frameworks, guaranteeing the integrity and precision of data.</u> Processes payroll related requests, data requests, and develops and executes management and informational reports. Monitors <del>and approves compensation and other</del> modifications to employee records. Maintains position control and verifies that all employee requisitions are properly completed and approved. <u>Assists with the implementation of human resource system functionality, improves system efficiency and user experience through technology implementation and process optimization, provides comprehensive training and support to end-users, and identifies and addresses process gaps to establish standardized procedures.</u> <del>Assists with the implementation of human resource system functionality, such as applicant tracking, substitute management systems, and specific internet human resource functions.</del> <u>and improve system efficiency and user experience through technology implementation and process optimization.</u> </p>

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY</b>
1.	<u>Payroll and Compensation Administration:</u> Coordinates the automation of processing of specific changes such as salary, longevity, stipends, invoices, severance, contract back pay settlements, demographic information, step/range modifications, and benefits transactions.	<u>Weekly 30%</u>



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|----|--|---------------|
| 2. | <p><del>HRIS reporting:</del> Utilizes database systems to collect, analyze and report human resource information. Designs reports to verify accuracy of data, generates routine reports on a scheduled basis, and creates ad hoc custom reports for the administration, governmental and other organizations, as well as for the general public. <del>Provides Compiles, audits and submits</del> for required and mandated governmental and agency reporting such as the STARS report to the State of Minnesota, pay equity reporting, and Minnesota School Boards Association reports. <del>As related to pay equity reporting and grading of positions for salary purposes, assists with job evaluation implementation. Compiles, analyzes and submits. Provides</del> reports and specific information pertaining to labor relations and negotiations.</p>  | Daily<br>20%  |
| 3. | <p><del>HRIS:</del> Designs and implements methods to ensure data completeness and accuracy. Provides for <del>HRIS</del> systems data conversion, <del>and assists in system integrations,</del> as necessary. Serves as the District's liaison between Human Resources, Payroll, and Finance to ensure that data fields are properly set up, input and maintained so as to produce timely and accurate output to employees, administrators, governmental agencies, and the financial system. Maintains a secure database of job classification information, including job descriptions and statutory pay equity data.</p>  | Weekly<br>15% |
| 4. | <p><del>Employee Requisitions:</del> Maintains position control and verifies all requests for employee requisitions. Ensures the accurate completion of various forms submitted by supervisors, including employee requisitions. Obtains supervisory approval and budget authorization, when necessary, for new and current positions. Provides database information, essential to various staffing functions, to human resource managers, principals, and other administrative staff.</p>   | Daily<br>15%  |
| 5. | <p>Assists in the <del>planning and coordinating the</del> implementation of the <del>IFAS human resource management</del> Enterprise Resource Planning (ERP) Business systems, <del>such as the applicant tracking module, including application scanning.</del> Assists in the customization of human resource management system software, as appropriate. Assists the Technology staff with periodic software systems updates, as appropriate. Works collaboratively with the Technology staff to fully implement internet functionality, such as HR web pages, on-line application processing, and intranet functionality for employee self-service, such as benefits open enrollment. <del>Maintains accurate documentation regarding system functions, operating procedures, and the dissemination of updates to users.</del> Assists with the technical aspects of the <del>Substitute Employee Management System (SEMS)-other human resources systems as directed.</del></p> | Weekly<br>15% |



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6.	Keeps current on appropriate aspects of school district issues, positions, policies, data practices issues, labor agreement, benefit plan and payroll changes, and technology advances as these relate to HRIS functionality. Recommends applicable contract language changes. Provides general human resource systems training and advice to departmental staff.	Monthly- 5%
7.	<u>Assists with day-to-day departmental tasks and P</u> performs other duties of a comparable level or type <u>as assigned</u> . In the absence of clerical/technical support staff in the unit, provides backup for requests for database information and reports, as required.	As required
8.	<u>Provides input and support for the review and recommendation of assigned district systems and related subsystems to enhance performance and cost-effectiveness. Contributes to the planning and visioning for future system initiatives as needed.</u>	
9.	<u>Actively participate in ongoing self-training and attend administrator group meetings as directed.</u>	



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**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in information systems, computer programming, or a closely-related technology field and two years of professional experience in data analysis, modeling and reporting, or an equivalent combination of education or training necessary to successfully perform the essential functions of the work.

Experience in Managing and/or supporting Information/Business Systems in a K12 School District or a large/company-wide database application system preferred.

Must be able to travel between District sites in a timely manner.

**Certification or Licensing Requirements** (prior to job entry):

None required upon entry.

**Knowledge Requirements:**

Requires knowledge of:

- Working knowledge of information systems principles, terms, theories and procedures.
- Knowledge of data file specifications and movement of data between systems, data extraction, adhoc/custom reporting, query of system data and creation of custom forms.
- Knowledge of computer-based human resource management information systems.
- Knowledge of the theory and principles of human resources and payroll administration.
- Knowledge of the laws of data privacy.
- Knowledge of technical writing and documentation.
- Considerable knowledge of standard software (databases, spreadsheets, word processors) for desktop computers.

**Skill Requirements:**

Skilled in:



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- Excellent problem solving and data analysis skills.
- Considerable ability to convert data into useful management information.
- Skilled in utilizing database system applications in a human resource or a closely-related environment;
- Skilled in creating reports from databases, using such report generators ~~as Crystal, IFAS, CDD, or Access.~~
- Ability to make accurate payroll and contractual related calculations and be detail-oriented.
- Excellent written and verbal communication skills, including the ability to make group presentations, as well as excellent interpersonal skills.
- Ability to meet essential deadlines in a work environment where there are frequent interruptions, prepare project plans and manage multiple projects simultaneously. as well as the ability to be flexible.
- Considerable ability to work independently without close supervision.
- Willingness to receive training or orientation on information or reporting issues unique to the education enterprise.
- Organization, with the ability to prioritize heavy workloads and meet deadlines.
- Troubleshooting situations, with limited administrative direction.
- Handling stressful situations, working in an environment where frequent interruptions exist, meeting deadlines and providing good customer service.
- Providing leadership and acting as a resource for work assignments for clerical staff; training clerical staff.



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- Providing leadership and acting as a resource for work assignments for ~~other~~ clerical staff; training ~~other~~ clerical staff.



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<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b>				
Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
<b>General Environmental Conditions:</b>				
Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.				
<b>General Physical Conditions:</b>				
<b>Work can be generally characterized as:</b>				
<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.				

<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		



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**Job Classification History:**

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting