



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:** August 8, 2017

**TITLE:** Approval of New Position – HRIS Support Analyst

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**BACKGROUND:**

The 2015-2018 Continuous Improvement Planning Guide for Administration includes initiatives to promote the efficiency of the Human Resources Department (HR). Working towards its goals, HR has identified improvement potential through the conversion of a currently vacant HR Data Technician position to an entry level Human Resources Information Systems (HRIS) position. The responsibilities of this position would include:

- Soliciting and identifying overall needs and functionality of the HRIS;
- Researching and providing recommendations in regards to workflow and system enhancements;
- Supporting HRIS with focus on configuration, set-up and testing;
- Auditing the HRIS to ensure the integrity of information;
- Developing and conducting HRIS related training to system users to include up to date training manuals and materials;
- Facilitating and simplifying hiring tasks through automated, real-time, electronic personnel action processes; and
- Acting as a liaison between HR, informational technology (IT) and software vendors.

After conducting a position study of the surrounding market, the Department has developed the attached HRIS Support Analyst job description, along with a recommendation of a Range L placement on the Classified/Support Staff salary schedule.

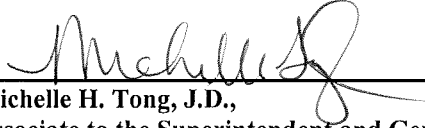
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**RECOMMENDATION:**

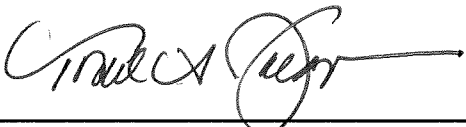
The Administration recommends that the HRIS Support Analyst position and salary range placement be approved.

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**INITIATED BY:**

  
Michelle H. Tong, J.D.,  
Associate to the Superintendent and General Counsel

Date: August 3, 2017

  
Todd A. Jaeger, J.D., Superintendent

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Job Code TBD  
Range L  
August 2017

## HRIS SUPPORT ANALYST

### QUALIFICATIONS

#### A. REQUIRED

- High school diploma or equivalent (GED)
- Associate's degree or higher
- Minimum two years of mid-level data entry/clerical experience with one year in human resources; or one year human resources information systems (HRIS) experience
- Strong working knowledge of computer applications to include word processing, spreadsheets, databases and software applications
- Equivalent combination of education/training/experience

#### B. DESIRED

- Bachelor's degree
- Advanced training with computer software applications/databases
- Prior experience working in an educational setting

### SUMMARY

Performs technical duties of moderate variety in support of Human Resources (HR) and its information systems by providing support in regards to implementation, maintenance and use.

Reports to: Human Resources Manager

### ESSENTIAL FUNCTIONS

- Participates in the development, implementation and expansion of the District's HRIS: human resources management system (HRMS), applicant tracking system and substitute/absence management system
- Solicits and identifies overall needs and functionality of the HRIS
- Researches and provides recommendations in regards to workflow and system enhancements
- Supports HRIS with focus on configuration, set-up and testing
- Audits the HRIS to ensure the integrity of information
- Develops and conducts HRIS related training to system users to include up to date training manuals and materials
- Facilitates and simplifies hiring tasks through automated, real-time, electronic personnel action processes
- Acts as liaison between HR, informational technology (IT) and software vendors
- Addresses special report requests as needed
- Attends meetings and seminars related to HRIS
- Oversees a computerized database of all applicant file information and regularly purges database and files
- Assists with employment-related activities and department initiatives, such as job fairs, as requested

- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs all duties with patience, courtesy and tact
- Performs related duties as assigned, which may include serving as a secondary backup to receptionist for short periods of time, as needed

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to bend at the knee to reach items on the ground
- Ability to reach as needed to plug in computer equipment
- Ability to carry computer equipment as needed
- Ability to multi-task in an office setting
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to clearly communicate, both orally and in writing
- Ability to meet deadlines under time constraints
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity