

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

Effective Date	HUMAN RESOURCES MANAGEMENT ANALYST Job Title	C4.10 Index
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DEFINITION

To plan, coordinate and administer system wide processing of the District personnel/payroll (GHRS) interface system, and to serve as the principal administrative analyst for Human Resources in budgeting, collective bargaining and District staffing.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee so long as performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure conformance with standards and to measure results.

Exercises functional and technical supervision over assigned personnel

EXAMPLES OF DUTIES - May include, but are not limited to, the following:

Analyzes, computes and prepares budget information for all aspects of departmental operations.

Conducts complex studies, research, evaluations and recommendations pertaining to administrative issues of a departmental or Districtwide concern.

Prepares cost estimates and impact studies for matters related to collective bargaining.

Maintains position control for District operations in accordance with adopted budget authority and provides technical assistance to area operations and other departments on staffing issues.

Directs and reviews the work of support personnel assigned to assist carrying out management analyst duties.

Directs and monitors personnel/payroll procedures to assure that GHRS systems are operating correctly.

Authorizes changes to control tables to ensure that correct system wide options are in effect.

Develops daily, monthly and annual processing schedules.

Coordinates processing and scheduling to ensure maximum on line access for end users.

Develops and maintains system purging and archiving requirements.

Develops timelines for transaction input and document processing cutoffs for end users.

Coordinates scheduling and priorities with information services staff.

Evaluates and coordinates new system software releases.

Develops and coordinates processing and implementation procedures.

Salem-Keizer Public Schools
Human Resources Management Analyst (continued)

Coordinates development of *ad hoc* reports.

Defines, controls and maintains security system options and user document controls.

Provides daily user assistance for processing issues.

Establishes and coordinates a functional users committee.

Serves as liaison to the software vendor concerning GHRS applications.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public school district budgeting, staffing and collective bargaining.

Position control inventory systems.

Principles and practices of public personnel administration.

Principles and practices of management, research, problem solving and program evaluation.

Principles and practices of work organization and simplification.

Mainframe and integrated PC based personnel/payroll applications.

Information systems' requirements and analysis, design and evaluation processes.

Ability to:

Organize work effectively and to exercise independent judgment in making appropriate technical and procedural decisions regarding work methods and work products.

Independently research, organize and analyze technical information and prepare reports and recommendations.

Analyze and resolve procedural and technical problems and to implement developed plans and procedures.

Respond rapidly to new and changing technologies, issues, priorities and schedules.

Establish priorities and coordinate diverse and complex work assignments.

Coordinate projects and communicate effectively with staff at all organizational levels.

Apply conceptual and analytical techniques to identify and solve complex problems.

Maintain a flexible work schedule and respond to nightly processing issues which may necessitate returning to work at midnight or later and weekends for special processing.

Operate a personal computer with integrated mainframe access and related peripheral equipment and software.

Travel to District locations as needed.

Salem-Keizer Public Schools

Human Resources Management Analyst (continued)

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three or more years of progressively responsible budgeting and staffing experience for a large public employer with principal responsibility for coordinating or administering an integrated financial and payroll interface system.

Training:

Equivalent to a bachelor's degree in accounting, business administration or a related field or three more years of relevant experience.