Columbia County School District
Job Description

Position Title: Human Resources Specialist I - HRIS	

Department: Human Resources	**Evaluation Instrument:** Performance will be evaluated annually by the Chief Human Resources Officer according to Policy GBI – Evaluation of Personnel

Pay Grade: General Services Salary Schedule, Grade K	**Pay Type:** Salaried – Non-Exempt	**Retirement:** TRS

Contract Work Year: 243 days a year, 8 hours a day

Reports to: Chief Human Resources Officer

MINIMUM QUALIFICATIONS

Minimum of two years post-secondary education or 3-5 years human resources experience required, baccalaureate degree preferred; ability to understand and carry out complex oral and written instructions; ability to successfully complete many tasks concurrently; requires high attention to detail, problem-solving and confidentiality; ability to utilize computer software effectively.

ESSENTIAL DUTIES

Strong analytical/problem solving skills; Knowledge of computer operations and computer systems analysis; Ability to follow complex oral and written instructions; Working knowledge of and experience in utilizing and creating databases and spreadsheets; Ability to make routine decisions in accordance with departmental policies and procedures; Ability to develop and maintain effective working relationships with employees; Ability to solve problems related to computer system software and operations.

GOAL

Primary operator of department's automation programs, implements and develops processes to provide automation support to over 36 schools and departments; ensuring accurate data input into all HR information systems; produce timely and accurate reports for system leaders and provide support and assistance for lower level users when required.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Must have above average spreadsheet skills and the ability to develop reports and modify data in a spreadsheet
- Ensure all primary HRIS systems to include absence reporting, personnel records, are operating to standard; be able to identify problem areas within these systems; work with system personnel and vendors to remedy deficiencies and recommend upgrades.
- Primary department POC for systems development/ implementation of all HRIS systems (e.g. Smart Fusion, Aesop, Doc-e-fill, Doc-e-scan/View) to include testing and development of school system automation plans related to business and HR.
- Develops, maintains and executes in-house training programs for all HRIS school system operators.
- Liaison for HR to Technology Department and third-party vendors.
- Initiate annual contract renewal process for all certified employees to include roster development, contract distribution and return ensuring only authorized employees are contracted.
- Develop routine and ad hoc reports from various HRIS systems providing system leaders with accurate, timely and important data to support decision making process.
- Produce time sensitive, monthly, quarterly and annual attendance reports enabling leaders to track important trends in employee attendance and personnel turnover statistics.
- Responsible for generating end of year leave reports and outputs from the absence reporting system for all schools and departments.
- Provide timely and accurate editing, inactivating of all categories of to include substitute employees in the school system's automated systems.

- Ensure school system is compliant with federal and state FMLA requirements:
  - determine FMLA eligibility per current federal law;
  - generate all necessary correspondence; reviews medical documentation; requests clarification from health care providers
  - counsel supervisors on managing complex leave circumstances related to FMLA
  - counsel employees and supervisors about their FMLS's rights and responsibilities
  - determine whether the leave is FMLA qualifying
  - initiate appropriate leave designation on behalf of the school system
  - follow up with the school/department and employee as needed.
- Provide HR's data and coordination to the school system's student learning department regarding the Teacher Keys Effectiveness System (TKES) to ensure data is accurate, reliable and timely.
- Provide input to Georgia Department of Education regarding TKES evaluations; Serve as help desk for leaders and teachers regarding (TKES).
- Assist in creating and distribution of certified and classified survey logons for staff to take annual leader surveys; generate reports from the system as requested.
- Monitor sub work activity through the school system's absence reporting system. Verify and prepare payroll changes to reflect short-term substitute assignments and substitute pay rank changes.
- Process requests for name changes and demographic changes for all employees into school system's automated systems.
- Enter all days worked by nutrition substitutes as reported by the Department of School Nutrition into the absence reporting system.
- Assist with the critically important bi-monthly BOE personnel report ensuring entries to include certified, FMLA and substitute approvals/deletions are accurate.
- Reconcile board list and makes edits to various automated systems at the conclusion of all board meetings.
- Perform problem resolution and provides customer support for all application users to include assisting administration with applicant searches and queries.
- Provide help desk/technical support to all system employees with the use of online forms and processes required to perform responsibilities.
- Assist technology department to insure that our employees are able to gain access to the school system's automated systems to include HRIS systems as well as having access to e-mail, staff development system and the student information system.
- Conduct special studies and projects as requested to include comprehensive salary study comparisons and data analysis.
- Routinely confer with outside agencies, intra and interstate school districts to gather data; provide input on salary information to state reporting agencies.
- Assemble confidential and time-sensitive documents; prepare initial correspondence to all parties regarding Freedom of Information Requests, subpoenas and other legal requests.
- Assist with school system job posting.
- Other duties as assigned by CHRO.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: April 2017