



HUMAN RESOURCES DATA ANALYST – HRIS III

BASIC FUNCTION

Under general direction, analyze, manage, and lead processes involved in the delivery of district and department's technology solutions, such as Enterprise Resource Planning (ERP) business management software and other web applications, to meet district and department's strategic business and operational objectives; has primary focus on implementation, support, and maintenance of the Human Resource Information Management System; service as one of the technical points-of-contact for information systems supporting district and HR planning and operations; works closely with other subject matter experts to ensure data integrity, testing of system changes, report writing, and analyzing data flow for process improvement opportunities; support system upgrades, patches, testing, and other technical projects as assigned.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as a subject matter expert for the use of department's technology solutions in support of district-level strategic alignment, including Enterprise Resource Planning (ERP) business management software (HRMS) or other web applications; administer and maintain system tables, technical processes, and queries; apply H(o)11 TJ enhance user experience, improve process and policy, and increase utilization. "E"
 - Manage and lead the maintenance, review, testing and implementation of system upgrades develop and recommend time-lines for the completion of system changes, modifications or enhancements; communicate with end users to assure appropriate system usage. "E"
 - Develop, update and maintain system data tables and configurations as business processes requirements emerge; lead system updates, perform batch data updates, proactively analyze system database tables and system configurations to enable the extraction and manipulation of data.

- Lead and participate in developing user training guides, documents and classes on applicable areas of the department ERP modules or other department specific solutions such as software operation and usage; provide technical assistance, training and information as necessary to district staff, including end users with varying levels of technology literacy, regarding department software and system use. “E”
- Apply knowledge of HR information systems and data in extracting and analyzing current, historical, and forecasted data to support strategic workforce planning. “E”
- Keep current of changes and trends in the information system technology solutions such as, databases, ERP or other business management software and other department specific technologies, as well as related state federal and district rule polices and regulations; attend and participate in a variety of conferences, in-service trainings meetings and workshops to enhance technology expertise and review new technologies. “E”
- Keep current of changes in collective bargaining unit contracts and agreements; participate in collective bargaining assessment, strategy, and preparation; identify issues for inclusion in district proposal; and conduct data analysis to determine and support district bargaining positions. “E”
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Use a variety of technologies and software programs, such as Microsoft Office Suite, ERP business management applications such as PeopleSoft and other software programs and applications.
Develop tables, databases, queries and spreadsheets.
Accurately generate, validate and report on data; extract data from multiple sources, combine and manipulate data as needed.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 33

Last Modified Date: November 29, 2018

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P