

Vail School District Job Description

Job Title: HR Analyst
Department: Human Resources
Reports To: Human Resources Supervisor
FLSA Status: Non-exempt
Classification: Level 14
Created: April 23, 2013

SUMMARY

Under the supervision of the Human Resources Supervisor, this employee will perform work of considerable difficulty, maintaining, updating and auditing personnel records in the Human Resource Information System (HRIS), timekeeping system, and the district employee web portal (MVP).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inputs and maintains data regarding employees' private and personnel-related information in the human resources information system (HRIS).

Audits the HRIS continuously to ensure integrity of information.

Processes all approved employee Personnel Action Requests (PARs) and makes approved changes in the HRIS and timekeeping systems in a timely manner each pay period.

Serves as liaison between Human Resources and Payroll departments to identify, research and correct any inconsistencies in data.

Queries, verifies, and distributes regular and ad-hoc reports from the HRIS, as assigned.

Generate and distribute a variety of statistical summaries regarding the various functional HR areas, including required federal and state reporting.

Provides support to Human Resources Specialists with salary/wage calculations, position information, and contract information, as needed.

Coordinates year-end roll over of HRIS with Payroll and Business Office.

Maintains and updates employee access to district employee web portal (MVP).

Provides customer service and troubleshooting assistance to district users, editors, and approvers in timekeeping system and employee web portal.

Provides internal support to Human Resources and Payroll in troubleshooting issues related to HRIS, timekeeping system and employee web portal.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or GED with Associate's or Bachelor's degree preferred. Proficient with computer applications and human resources programs, including web-based applications. Minimum 3 years experience of relevant human resources duties in medium to large organization.

Must have demonstrated extensive experience with data entry logic, queries, reporting and input of information; possess excellent organizational, administrative and communication skills; and be customer-oriented toward staff and management.

LANGUAGE SKILLS

Ability to read and interpret documents such as policies, regulations, procedures, and industry related materials and procedure manuals. Ability to speak effectively to applicants, employees, and members of the community. Ability to write routine reports and correspondence. Ability to effectively present information to applicants, staff, management, and public groups.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rounding, rate, ratio and percent and to draw and interpret charts and graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Position requires moderate independent judgment, ability, and professional knowledge in the areas of employment and labor relations, recruitment, employment processing, and HRIS and HR systems.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Must maintain a condition of excellent physical and mental health.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an

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employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.