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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 HR functional knowledge in optimizing HR information systems; serve as a liaison between the district leadership and department and central Information Technology Systems and Services department, representing the department's needs from the technology systems. *"E"*
- Coordinate and communicate with counterparts from other departments and IT regarding departmental system issues, processing, upgrades and enhancements; lead and participate in cross-functional teams within and beyond the department to assure smooth integration of the department's technology systems, software and data with other technology solutions throughout the department and district. *"E"*
- Troubleshoot problems and issues of concern with overall system functionality and data output; confer with vendors, department staff and other system users regarding functions, testing and evaluation of software, review and revision of processes and procedures and resolving system issues. *"E"*
- Review system functionality and performance, make recommendations and engage district and department leaders in conversations regarding system needs and opportunities to improve systems, optimize performance, enhance user experience, improve process and policy, and increase utilization. *"E"*
- Manage and lead the maintenance, review, testing and implementation of system upgrades and/or updates; develop and recommend time-lines for the completion of system changes, modifications or enhancements and communicate with end users to assure appropriate system usage. *"E"*
- Develop, update and maintain system data tables and configurations as business processes evolve and new requirements emerge; lead system updates, perform batch data updates, proactively analyze systems and create database tables and system configurations to enable the extraction and manipulation of data in user-friendly formats. *"E"*
- Evaluate and establish priorities regarding staff support and training; ensure that ongoing, effective and sustainable training is developed and provided for; assure that new training is provided as system changes are implemented. *"E"*
- Process and audit data, access levels and parameters for system users based on defined policies; create, update and inactivate data and other system records. *"E"*
- Ensure data integrity by utilizing quality assurance methods to review data for accuracy; formulate complex queries, define data requirements and produce and analyze data reports to support effective decision making, meet the information management needs of the department and the goals of the district. *"E"*
- Lead and support business process improvement, documentation and training activities, and the development, review and revision of, policies and/or procedures related to the department's information technology systems. *"E"*

- 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"*
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to human resources practices with awareness and understanding of their impact in a racially and culturally diverse community. *"E"*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS
The Human Recourses Data Analyst – HRIS III, through understanding of the district and department's unique operational functions and processes, delivers a combination of subject matter and technical expertise to directly support district and department information systems and technologies. Employees assess business processes and needs to proactively develop, integrate and anticipate new services, issues' resolution, enhancement requests, application configuration and set-up, user training, communications and documentation of the district's ERP and other department technology solutions.

This level differs from the centralized IT technologies', the Business Analyst series and SPP Analytics and Evaluations Analysts by its focus on unique, department-specific knowledge and technology needs, using the District's ERP system and software programs and the seamless integration of all other district and department-specific software with the District's ERP systems.

EMPLOYMENT STANDARDS

Knowledge of:
Enterprise Resource Planning (ERP) business management software and tools such as PeopleSoft or SAP.
Database and basic computer programing concepts including database tables, relations, data types and values.
Basic programming language concepts for querying or managing data held in a relational database management system such as visual basic or SQL
Microsoft Office Suite word processing, spreadsheet, database and presentation software applications; advanced Excel spreadsheet applications.
Techniques and principles of high-quality customer service.
Project management applications, software and technologies.
Change management strategies.
Oral and written communication techniques.
Basic concepts, best practices, terminology and district policies and procedures related to the department's business objectives.
Applicable local, state and federal laws, codes, rules and regulations.
Report preparation and presentation methods and techniques.

Ability to:
Effectively plan, schedule, and coordinate work.

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.
Run moderately complex queries using basic SQL or other similar programming language or interface.
Use techniques and methodologies to analyze, manipulate and present data.
Supervise projects in a computer technology environment.
Provide work direction and guidance to assigned staff.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative and other board policies.
Assure efficient and timely delivery of program services, projects and activities.
Perform multiple complex duties simultaneously with constantly changing priorities and deadlines.
Maintain confidentiality and demonstrate discretion, initiative and good judgment.
Participate in, develop and provide user training; communicate technical research, data concepts and procedures to a variety of audiences.
Establish and maintain cooperative and effective working relationships with others; demonstrate a strong customer service orientation.
Learn, interpret and apply district, department and industry specific, procedures, functions and processes including collective bargaining agreements.
Translate business needs into system requirements.
Stay current on and make sound and reasonable decisions in accordance with, industry specific laws, best practices, ordinances, regulations and established procedures.
Read, understand, interpret, apply, implement and communicate a variety of complex technical material, including industry specific, district, state and federal laws, guidelines, initiatives, rules, procedures and policies.
Maintain current knowledge of software or system upgrades, usage, and data manipulation techniques.

Education, Training and Experience:
The Human Resources Data Analyst III – HRIS qualifications are typically obtained (A) through the completion of Bachelor's degree Human Resources Management, Business Administration, Information Systems, and/or other related field _and_ (B) requires a minimum of four (4) years of experience working with Enterprise Resource Planning (ERP) business management software and other web applications and demonstrated proficiency in manipulating spreadsheets, running and creating queries and working with department specific technologies, including a minimum of three (3) years of experience working with the specific department/discipline area of specialization,

OR

Three (3) years of experience as a Human Resources Data Analyst II - HRIS with Portland Public Schools. This classification requires intermediate coding skills needed for using SQL or other coding language interfaces to create a variety of department and district mandated reports.

This classification requires intermediate to advanced coding skills needed for using SQL or other coding language interfaces to manipulate ERP system modules and create a variety of department and district mandated reports. Experience serving in a lead role, and experience in K-12 public education or a large, multi-unit public sector organization.is highly desirable.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Positions in this classification require the use of a personal automobile and possession of a driver's license.

Positions may occasionally require variable work hours including evenings and weekends.

WORKING CONDITIONS

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.