



HUMAN RESOURCES DATA ANALYST – HRIS I, II

BASIC FUNCTION

Under general supervision, perform a variety of technical duties related to the creation, compilation, manipulation, and dissemination of data including data input, validation, and analysis in a variety of departmental and district uses; create queries, validate, and audit data; provide general support Human Resources technology solutions including Enterprise Resource Planning (ERP) business management software and applications.

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.

- Input a variety of data into and maintain records in Enterprise Resource Planning (ERP) modules and other technology systems unique to a particular department or division, primarily creating new or updating existing records; lead or assist in the analysis and processing of data transactions, compile and validate data for dissemination and prepare and maintain a variety of reports, records, logs and similar items; establish and maintain related filing systems. “E”
- Assure the integrity and accuracy of system data, conduct regularly scheduled reviews and audits of information input into the department ERP modules and run reports to validate and/or reconcile data; develop tables, perform batch data updates, export, import, clean-up, adjust and correct data and research errors or discrepancies within the system as appropriate to ensure system and information accuracy; inform originators of discrepancies and of the need to correct or redo submittals as necessary. “E”
- Develop and implement procedures, priorities and timelines for data cleanup to assure data is available to meet reporting timelines and other annual reporting processes and requirements; maintain and distribute reoccurring reports, ensure that reports meet requirements and are submitted in timely manner to remain in compliance with District, local, state, Federal and other reporting agencies. “E”
- Review, validate, audit, correct, update, and analyze personnel information including demographics, job classification, compensation, job application, benefits, leaves, and similar information in district ERP and other databases and maintain separate databases as necessary for use in, or preparation of, a variety of specialized district, federal and state required reports. “E”
- Participate in and develop structures and systems to generate data and reports which meet the information management needs of the department and goals of the district; review requests for information, track types of information requested and set standardized methods to deploy information; proactively analyze systems and create database tables and system configurations to enable the extraction and manipulation of data in user-friendly formats. “E”
- Assure compliance with laws related to data collection, personnel confidentiality, and ensure personnel data is maintained and reported in accordance with local, state and Federal laws, codes, policies, guidelines; assist with, develop and revise processes, procedures, standards and guidelines related to data collection, queries, and district integration of information. “E”
- Troubleshoot problems and issues of concern with overall system functionality and data output; participate in the maintenance, review, testing and implementation of system upgrades and/or updates, including inactivating data records and writing and following test scripts. “E”
- Participate in cross-functional teams within and beyond the department to assure smooth integration of data and information throughout department systems. “E”
- Assist and participate in developing user training guides, documents and formal training on applicable areas of the department ERP modules and other department specific solutions, such as software operation and

- usage; provide technical assistance, training and information to district staff, including end users with varying levels of technology literacy, regarding department software and system use. “E”
- Assist in the development, review, implementation and revision of policies, procedures and business processes related to department technology systems. “E”
 - Process and audit to ensure appropriate user level access and system parameters, in accordance with department and district policies. “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 recruitment and staffing practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
 - Keep current of changes and trends in designated ERP or other related information systems technologies, as well as related state federal and district rule polices and regulations; attend in-services, conferences and workshops to enhance technology expertise and review new technologies. “E”
 - Perform other 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 Resources Data Analyst - HRIS classification series is responsible for the creation, compilation, analysis and dissemination of data and for using and providing technical support related to the use of district and department technology, systems and software. This series has technical knowledge and understanding of district enterprise systems as well as department specific technologies and of applicable federal, state, local and district laws, rules, regulations and policies to assure compliance regarding assigned functions. The levels are differentiated by the scope of work performed, the levels of complexity in data analysis, correcting problems and overall usage of district and departmental technology systems and software, leadership over processes and input into cross-functional teams.

This series differs from school-based technology staff, the centralized IT technologies’ and the SPP Data Analyst series by its focus on unique, district and department-specific knowledge and technology needs, using the District’s Oracle™ ERP system and software programs and the seamless integration of all other district and department-specific software with the District’s ERP systems.

The Human Resources Data Analyst I - HRIS classification is the primary level classification in the series. Employees in this classification are responsible for data entry and the regular, routine collection and dissemination of employment related data. Positions in this classification focus on and are responsible for a limited scope of data management within the technology. Employees also participate in defining processes and procedures, supporting users and in the testing and implementation aspects of system upgrades and enhancements

The Human Resources Data Analyst II – HRIS classification is the professional level of the classification series. Employees in this classification assume the more complex activities involved in data management and are responsible for data integrity and reporting such as auditing and testing systems’ modules and data, annual maintenance, creating and analyzing reports and queries and manipulating data.. Employees are responsible and accountable for the Position Management module of the system as well as the Staffing Module Tool. Employees perform preliminary interpretative analysis of data and recommend and implement systems to assure accuracy and integrity of information for and across multiple disciplines within the HR data environment. Employees are required to have a general understanding of the rules, regulations and laws related to the specific business area and a technical background that includes knowledge and understanding of enterprise planning systems or of a variety of database or other data organization systems. At this level, employees may plan, develop and present formal documentation and hands-on training to develop and enhance the expertise of entry level staff and other system users.

EMPLOYMENT STANDARDS

Knowledge of:

Enterprise Resource Planning (ERP) management software and applications such as HRMS, PeopleSoft, SAP or similar.

Concepts, best practices, terminology and district policies related to the department's business objectives.

Applicable local, state and federal laws, codes, rules and regulations.

Report preparation and presentation methods and techniques.

Database and computer programming concepts including database tables, relations, data types and values.

Basic programming language concepts for querying or managing data in relational database management systems.

Microsoft Office Suite or similar presentation, word processing, database and spreadsheet software.

Record keeping techniques.

Effective customer service techniques.

Oral and written communication skills.

Ability to:

Use a variety of technologies and software programs, such as Microsoft Office Suite, PeopleSoft, district payroll systems and other software programs.

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.

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.

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.

Read, understand, interpret, implement and communicate a variety of complex industry specific district, state and federal laws, guidelines, initiatives and policies.

Maintain current knowledge of software or system upgrades, usage, and data manipulation techniques.

Stay current on industry specific laws, practices trends and information.

Education, Training and Experience:

The Human Resources Data Analyst I - HRIS qualifications are typically obtained through any combination of education, training and experience equivalent to: (A) completion of a Bachelor's degree in Human Resources, Information Technology, Business Administration or related field is required and (B) a minimum of one (1) year of experience working with human resources, payroll or information technology environment

The Human Resources Data Analyst II - HRIS qualifications are typically obtained through any combination of education, training and experience equivalent to: (A) completion of an Bachelors' degree in Human Resources, Information Technology, Business Administration or related field is required and (B) a minimum of three (3) years of experience working with human resources, payroll or information technology environment which must include demonstrated expertise in word processing and developing spreadsheets and databases. Two (2) years of experience working with an HRMS system and experience in K-12 public education or a large, multi-unit public sector organization is highly desirable or two (2) year of experience as a Human Resources Data Analyst - HRIS with Portland Public Schools.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

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 extensive student, parent and public contact and 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 or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; 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: HRDA I – Non-Exempt; HRDA II - Exempt
Bargaining Unit: N/A
Salary Grade: HRDA I – 19; HRDA II -25

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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