HR Systems Specialist
New Hanover County Schools

Job Description

Class: Classified
Dept: Human Resources

TITLE: HR Systems Specialist

QUALIFICATIONS:

1. Associate degree in computer science, technology or a related field or equivalent combination of education and experience.
2. Five years of extensive, broad experience in an office/school system environment with responsibility for a large variety of complex duties including computer programing, data management and query reports.
3. Strong computer and communication skills.

REPORTS TO: Supervisor Classified Talent Management

JOB GOAL: Perform specialized technical support and work to assist the Human Resource Division in the areas of data management, statistical analysis and human resource management systems in accomplishing the goals of the division and the district.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1.   Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.

2.   Develop and provide maintenance of human resource management systems for employees.

3.   Design and develop personnel reports utilizing database design techniques, web-based applications and communication methods for HRMS and AS400.

4.   Serve as a system administrator for the human resource management system; assign and maintain security; perform backup/recovery procedures, and resolve questions/problems and assist others with learning how to operate the system.

5.   Work with groups of users to define needs, translate user requirements into effective program designs, establish parameters and develop formats for various reports and documents.

6.   Create interface procedures and automated processes between various database structures.

7.   Use query and/or business intelligence tools to create ad hoc queries and web reports. Respond to data requests and questions from central office staff, administrators and other school system personnel.

8.   Prepare special HR reports, charts, graphs and other materials; research content items for correctness of presentation and applicability for both local, state and federal use.

9.   Troubleshoot operational and software problems with human resource management systems.

10.   Provide training for new users and to implement new aspects of human resource management systems.

11.   Work with Southeastern North Carolina LEA as a liaison for HRMS users and the state HRMS development team.

12.   Maintain strict confidentiality for all personnel matters.

13.   Perform other duties and responsibilities as requested by the Supervisor- Classified Talent Management and the Director of Human Resources.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Grade 75

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:
- Demonstrate considerable knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Considerable knowledge of data management, query and computer operating systems.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy; interact and deal with the public in a professional manner.

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- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.