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| Job Title: | Manager, Data and System Administration |
| Grade Level/Terms of Employment: | Grade 130 / 260 days |
| FLSA Status: | Exempt |
| Work Location: | Talent Office |
| Immediate Supervisor: | Chief Talent Officer |

General Description:

The Manager, Data and System Administration leads and manages the rollout and implementation of the Talent Office related functions of RPS's new ERP system that will dramatically change workflows, operational processes, and data analysis. The Manager also leads all data collection, analysis, and reporting related to Talent Office functions and tasks for both internal and external stakeholders.

Essential Duties and Responsibilities:

- Manages the division's implementation of the ERP, working collaboratively with the Budget/Finance departments and other stakeholders
- Analyzes current data, software system, and paper management to develop and implement transition plans to the new ERP specific to the Talent Acquisition, Employee Relations, and Benefits and Compensation Departments
- Writes administrative procedures and training materials for Talent Office usage of the ERP and other software systems
- Supports all Talent Office departments by collaborating to manage data; provides recommendations based on data analysis, and meets all reporting requirements
- Collaborates with cross-functional teams to recommend, implement, and monitor retention strategies
- Develops and implements a data dashboard for each Talent Office department to track critical tasks and functions
- Performs other related duties as assigned

Qualifications:

- Minimum of 5 years of experience in a related field
- Excel or database expertise required
- Prior work experience in a public school division
- Outstanding interpersonal skills and ability to work with employees at all skill levels
- Track record of success in developing, implementing, and monitoring data projects
- Strong analytical skills, problem solving abilities and organization/planning skills
- Excellent oral and written communication skills
- Bilingual/fluency in Spanish preferred