

JOB DESCRIPTION
Puyallup School District
Exempt Level 4

HUMAN RESOURCES
INFORMATION GENERALIST

Purpose Statement:

The job of Human Resources Information Generalist is done for the purpose/s of managing the Human Resources/Payroll database and maintenance of employee records; analyzing and reporting personnel and payroll data, using strict regulations and guidelines, for accurate state funding; providing information to a variety of individuals/ organizations; monitoring assigned programs and processes; providing back-up for Human Resource and Payroll system administrators and functions and ensuring compliance with district, state and federal policies, regulations and/or laws.

Essential Functions:

- Analyzes a variety of information (e.g., union contracts, system documentation, state requirements) for the purpose of providing direction and support, making recommendations, and/or ensuring appropriate actions in assigned areas of responsibility.
- Analyzes and prepares a variety of written materials (e.g., reports, spreadsheets, statistics, surveys, CDD reports, tables, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Compiles pertinent employee information for the purpose of providing complete and accurate data for the Human Resources and Payroll information systems.
- Conducts presents and/or participates in meetings, workshops and seminars as assigned for the purpose of complying with mandated requirements.
- Coordinates and prepares system for beginning of school year contracts and all system related tables (e.g., experience, salary schedules, benefit allocations, positions, etc.) for the purpose of accurate compensation of new and continuing employees.
- Coordinates, facilitates and/or presents at meetings or workshops as assigned (e.g., staff meetings, trainings, etc.) for the purpose of gathering or sharing system information required to perform HR/Payroll functions.
- Creates and analyzes system salary schedules for all bargaining units for the purpose of accurate salary placement of employees and compliance with collective bargaining unit agreements.
- Assists in the development of system reports for human resources staff and other District Administrators for the purpose of providing customized, accurate and up-to-date information for resource planning and other reporting purposes.
- Manages a range of personnel processes and documentation for the purpose of ensuring compliance with district, state, and federal policies, regulations, and/or laws.
- Monitors a variety of processes for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Supports collective bargaining and/or labor management teams for the purpose of providing information, statistics, and research during collective bargaining processes.
- Provides backup for HR and Payroll system administrators providing leadership in the collection and analysis of data for the purpose of ensuring accurate and timely job assignment and salary data that results in proper pay for employees.
- Provides technical guidance and expertise to HR and Payroll staff for the purpose of assisting them in the use of the HR/Payroll system.

- Responds to written and verbal inquiries from a variety of internal and external sources (e.g., answering procedural/policy questions, etc.) for the purpose of solving problems, providing information, facilitating communication among parties and/or providing direction.
- Serves as key technical advisor for human resources system changes, enhancements, and upgrades for the purpose of ensuring maximum use and efficiency of system functionality and identifies required changes to the system due to bargaining agreement language and requirements.
- Troubleshoots HR system problems and works with the technology staff for the purpose of resolving issues and maintaining the integrity of the system.
- Analyzes issues and troubleshoots technical problems that arise in the human resources/payroll system for the purpose of ensuring that employee assignments and pay are accurate, and that all data is reported to various agencies properly.
- Establishes and maintains good working relationships with principals and other administrators for the purpose of supporting District strategic directions and goals in regarding to student learning.
- Research employment laws and regulations for the purpose of implementing procedures to maintain compliance with current legal requirements.
- Takes a lead role in special projects such as upgrades to the human resources/payroll system for the purpose of providing information and feedback to developers, identifying needs for enhancements, developing, and modifying business processes that will maximize the functionality of the system.
- Works closely with administrators for the purpose of resolving issues regarding staffing, human resources processes, or compliance with legal regulations, policies, or collective bargaining agreements.

Other Functions:

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment
- Attends meetings for the purpose of conveying and/or gathering information
- Attends district and area meetings related to human resources
- Attends meetings as required by the department and related service organizations
- Maintains regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite
- Performs the physical requirements of the position, work within the established working conditions of the position
- Works a flexible schedule, which may include evenings and weekends
- Performs other job functions as assigned

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- Ability to learn, understand/explain district payroll practices and procedures
- Ability to analyze data with attention to detail
- Ability to organize and keep accurate records
- Effective oral and written communication skills
- Skill in operating standard office equipment
- Demonstrate high level of competency in word processing and spreadsheet software (pivot tables, etc.)
- Demonstrate strong skills to interpret and integrate laws/enhancements and bargaining agreements into payroll process
- Demonstrated high level proficiency in data processing and accounting systems
- Demonstrate high level of critical thinking and analysis skills

- Ability to set priorities and meet deadlines
- Ability to establish and maintain positive, effective working relationships with a variety of others
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments
- Required to perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions
- Ability to use and drive decisions pertinent to software applications (BusinessPlus, Frontline systems, etc.)
- Ability to plan and manage projects, analyze data utilizing a variety of complex processes and operate equipment using standardized methods.
- Ability to maintain accurate records and documentation, and assist staff members with accuracy of information
- Ability to perform accurate arithmetic calculations and to process statistical data
- Ability to maintain confidentiality
- Ability to problem solve may require identifying issues and select action plans
- Ability to problem solve data requiring independent interpretation of guidelines and systems
- Ability to attend to detail and follow projects through to completion with a high degree of accuracy
- Ability to work well under pressure
- Knowledge of federal, state, local laws, regulations, and policies that govern public school district payroll

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Five plus (5+) years of experience in supporting HR/Payroll systems and database support in a state/federally regulated environment

Education: Bachelor's degree in job related area, Human Resources or Technology preferred

Other experience and/or education may be substituted for required experience and/or education

Required Testing

Pre-employment proficiency test

Certificates & Licensing

None

Continuing Education/Training

Up to date training in HR practices/policies/law

Up to date training in BusinessPlus

Clearances

Criminal Justice

Fingerprint/Background Clearance