

HR SYSTEMS SUPERVISOR



Human Resource Department

Purpose: The HR Systems Supervisor manages, implements and oversees efficient and effective system operations within the Human Resource Department in alignment with other District departments to support the District's mission and vision. The HR Systems Supervisor produces systemic solutions and regular delivery of operational products and services in the area of technology systems, employee compensation, contract compliance, employee records, technology integration, state and federal reporting, database management, digital tools and payment processing. The HR Systems Analyst works with other departments and schools to design and implement efficient electronic systems and operational solutions for the District's changing needs.

Reports to: Executive Administrator for Human Resources

Nature & Scope: The HR Systems Supervisor operates independently and with broad autonomy under the direction of the Executive Administrator for Human Resources and in alignment with District policies, labor agreements, state regulations and federal statutes. Independent judgment and decision-making is required in matters not having established rules, regulations or policies. In addition to supervisory responsibilities, the incumbent has significant accountability for the integration, management, delivery and impact of key systems on daily employee operations in schools and departments.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Works independently and makes decisions using sound judgment.
3. Designs, implements and oversees daily HR systems operations in support of administrative goals and directives.
4. Designs, implements and oversees complex school and department employee management systems for the District.
5. Advises administrators on effective system design, implementation and management.
6. Independently scripts, prepares, and imports all Human Resource state and federal reports.
7. Independently designs reports, disaggregates data and creates code to extract accurate and clear information in response to both internal and external data inquiries.
8. Communicates, manages and tracks reimbursable union activity funds.
9. Designs, audits, monitors and increases the efficiencies of internal HR systems, processes and procedures, including but not limited to employee payroll, accounting, and substitute systems in collaboration and integration with other departments and systems.
10. Works with other HR supervisors to ensure accurate position control and salary placement.
11. Researches, recommends and implements HR software/hardware systems, ensuring effective interfacing with software/hardware systems across departments.
12. Designs, assesses and coordinates HR efficiencies to integrate with other District systems,

- processes and procedures.
13. Directs, evaluates and supervises staff.
 14. Supports the position review process and ensures integration in data management systems.
 15. Manages HR databases in concert with district processes and larger systems.
 16. Designs and implements systems as needed.
 17. Leads staff training on pertinent systems and processes.
 18. Participate in inter-departmental projects including but not limited to staffing allocations, HR/Payroll system improvements/upgrades, applicant management and other system improvements/upgrades.
 19. Works with accuracy and attention to detail to meet deadlines.
 20. Communicates effectively both orally and in writing.
 21. Understands and executes oral and written instructions, policies, and procedures.
 22. Effectively works and communicates with staff, parents, community, and outside stakeholders from diverse cultures or backgrounds including those who speak limited or no English.
 23. Maintains confidentiality.
 24. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
 25. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelor's Degree.
2. Must possess two years' experience in computer systems, applications, and design.
3. Must have a minimum of four years HR systems and operations experience with an understanding of how HR systems integrate with other District systems.
4. Must possess job-related experience providing the applicant with the desired skills, knowledge and ability to perform the job and be responsible for supervising other employees.
5. Must be able to pass written performance assessment(s).
6. Must be able to communicate effectively with users with different areas and levels of technical expertise.
7. Must possess a valid Oregon or Washington driver's license.

Licensing/Special Requirements:

1. Continuing Education/Training Requirements.
2. Must be able to attend conferences, workshops and trainings as an HR representative. Some of these may be overnight and/or out of town for multiple days, including evening/weekend time.
3. Must pass a Criminal Background Check.

Working Conditions: The HR Systems Supervisor works in close proximity of others and interacts with co-workers, supervisors, department staff, employees, district administrators, and vendors. Work is

performed primarily in an office setting. Buildings are well lit, well ventilated and noise is quiet to moderate. Exposure to outdoor weather is minimal. All school/department facilities and grounds are smoke-free environments.

The job requires a significant amount of time sitting, with frequent walking and frequent standing. Physical capacities required are as follows:

- Frequent sitting, 70% sitting with computer use
- Walking, 15%
- Standing, 15%
- Lifting up to 15 pounds
- Continual manual hand and finger dexterity with computer use

Work Year: 260 days

Bargaining Unit: None

FLSA Status: Exempt

Date Approved: April 12, 2024

Date Revised: April 12, 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.