

Human Resources Analyst/Trainer

Purpose Statement

The job of Human Resources Analyst/Trainer is done for the purpose of supporting the operation of multiple systems used by Human Resource Services, assisting with payroll functions, training users on the systems used by Human Resource Services, and creating or modifying training materials.

This job reports to the Director - Human Resource Services.

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. time and attendance software; performance evaluation software, training of computer software, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Completes essential work within important timelines and deadlines to ensure staff are paid accurately and on time.
- Conducts trainings virtually and in person, prepares training materials as needed to ensure all staff know how to appropriately use district systems.
- Continuously searches for process improvements in Human Resource Services, provides solutions to assist the department to fully utilize systems in order to operate smoothly.
- Coordinates with internal and external sources (e.g. payroll department, benefits department, technology department, system vendors, etc.) for the purpose of meeting district requirements while complying with established guidelines.
- Develops a wide variety of training materials (e.g. forms, procedures, reports, job aides, written instructions, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Maintains manual and electronic documents, files and records for the purpose of providing accurate information in compliance with established guidelines.
- Maintains software system workflows, processes, system security levels, automations, digital forms, basic html coding within digital forms, and users as part of ongoing system maintenance.
- Monitors data entry errors for potential system interface issues and works with relevant staff to ensure accurate information.
- Monitors the completion of employee tasks resulting in additional compensation or special events requiring payroll action in order to ensure staff are fairly compensated for all work.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting the district.
- Prepares a variety of reports and related documents for the purpose of providing documentation and information to others.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.

- Stays informed on software updates, incorporates the updates into use within district software, attends vendor training and reviews vendor materials as needed to remain up to date on system changes.
- Supports new hires by troubleshooting difficulties in setting up technology accounts to ensure quick and necessary access.
- Troubleshoots issues with systems, presents and implements solutions, and monitors for system performance to ensure smooth district operations.
- Uploads resources (e.g. video trainings, report running instructions, instructional aids) to staff web pages and maintains the websites.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: understanding and utilizing pertinent software applications at an indepth user level, planning and managing projects; training users on systems, and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; interpreting contract language; and codes, regulations related to the job functions.

ABILITY is required to schedule activities, meetings, conduct trainings virtually and in person; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with immovable deadlines and timelines related to payroll functions and troubleshoot emergency issues related to systems. Problem solving is required to identify issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods, monitoring and troubleshooting system issues, providing training and guidance on the use of district systems. Utilization of some resources from other work units is often 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 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment. Emergency or urgent issues may require evening or weekend work. Some travel is possible, but limited.

Experience Job related experience with increasing levels of responsibility is required.

Required Testing

Job-Related Skills Proficiency Test

Clearances

Criminal Justice Fingerprint/Background
Clearance