Adams 12 Five Star Schools

Job Description
Prepared/Revised: **August 2024**

Job Title:	**HRIS Manager**	Job Code:	**090507**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - E**
Pay Program:	**Administrative**	Pay Range**:**	**L11**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for maintaining Human Resources (HR) information in the school district's Human Resources Information System (HRIS). Responsible for ensuring data integrity and compliance with negotiated agreements and District and Board policies. Manage Human Resources customer service offerings, including the HR front desk, automated experience verification process, I-9 collection and compliance and charter school employee records. Respond to questions and concerns regarding employees' files and salary; create and execute system queries and reports; liaison with Information Technology (IT), Payroll, Benefits and other departments. Ensure state, federal, and district reports are accurate and meet required deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Ensure all transactional processes comply with Board and District Policies. Responsible for accuracy of information contained in the Human Resources Information system (HRIS). Supervise, hire, train and evaluate HR specialists and technician on HR processes/procedures and systems updates to ensure data integrity, accuracy, deadlines are met and customers receive timely responses.. Provide feedback on district policy and HR practices in all HR functions. Provide leadership and positive input into continuous process improvement for department functions.	D	40%
2. Coordinate and maintain process for payments to staff for additional duties, leadership and athletics and other negotiated pays. Responsible for accuracy and timeliness of payments in accordance with district guidelines. Provide budget information for district negotiations and school based budget process. Train and direct district stakeholders on these processes and keep them abreast of any changes to procedures and payment information. Verify pay calculations for initial salary placement FTE changes, salary advancement, extra class, travel pay, cell phone reimbursement, leave of absences, partial contracts and stipends.	D	15%
3. Responsible for the maintenance of certified employee and school administrator profiles in the Colorado Department of Education (CDE) Access Management database to adhere to state guidelines and support the Colorado Performance Management system. Responsible for weekly submission of new hires to the CDE Educator Identification System (EDIS Web System). Ensure CDE identifier data is accurately reflected in the HRIS system. Service as primary HR contact for district stakeholders in the collection and reporting of other data points to CDE.	M	10%
4. Supervise the collection and entry of Charter School and other Non-Employees. Liaison with district stakeholders including IT, district supervisors and HR staff for collection of appropriate documentation and adherence to district guidelines.	M	10%
5. Monitor, review and update certified probationary status for licensed staff. Review and update both the CDE database and district HRIS. Perform data interfaces between the two systems as needed. Manage the distribution and collection of probationary contracts annually.	M	5%
6. Create, process and validate PeopleSoft queries and reports for district staff, departments, federal and state agencies as well as the Board of Education. Manage the annual Human Resources data collection and submission to the CDE. Review, analyze and update processes and data to ensure accuracy and compliance of all reports.	W	10%
7. Assist HR leadership with scheduled data and pay updates and interfaces.	M	5%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree required.
- Minimum of three (3) years of experience with Human Resources, Payroll, and/or accounting systems.
- PeopleSoft experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong management, supervisory and communication skills.
- Critical thinking, problem solving and project management skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to analyze data and use independent judgment.
- Ability to quickly obtain detailed knowledge of the District's negotiated agreements and handbooks, specifically regarding pay compliance.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Strong operating knowledge of and experience with information technology systems and data spreadsheets.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	HR Operations Director	3144

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Employee Services Specialist	1	1309
	Human Resources Technician	1	040603

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Provide feedback to management on employee performance and evaluation process.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			

Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			
MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	