

**CONFIDENTIAL JOB DESCRIPTION**

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**HUMAN RESOURCES DATA ANALYST**

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**JOB SUMMARY:**

Under general supervision, performs a wide variety of complex analytical clerical duties, of a confidential nature, including human resources technology, payroll and negotiations issues, and performs related work as required involving cross-training within the Human Resources Department.

**ESSENTIAL JOB FUNCTIONS:**

- Provides immediate administrative support to the Director of Human Resources.
- Maintains databases for various management positions. Assists public and employees in matters relating to Human Resources and employment.
- Screens visitors, telephone calls, and mail.
- Composes letters, memos, and reports.
- Develops, implements, and oversees the human resources information systems (HRIS) and other specialized computer systems and services; maintains network system security; troubleshoots, and diagnoses and resolves system malfunctions and problems.
- Provides HRIS technical support to Human Resources including tracking errors. Maintains a log of known malfunctions with workarounds.
- Develops conversion rules for data transfer to new technology-based systems and databases; implements back-up and recovery procedures for personnel services files; and provides technical support, training and assistance to users in the proper operation of assigned systems.
- Serves as a technical resource to system users; recommends departmental software; responds to inquiries, and provides information to users concerning system operations, configurations, upgrades, and related software.
- Evaluates existing systems and procedures; provides technical advice and recommendations for changes and improvements utilizing technology resources; consults with personnel services staff to define user needs, reporting requirements, and problems; advises staff on new forms, records, and reports; and develops applications to be used with existing or new programs.
- Provides technical support between multiple human resources information systems (HRIS) for the purpose of meeting department and Payroll needs.
- Audits, verifies, and reconciles salary computations in conjunction with Payroll.
- Works within timelines as assigned.

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- Serves as liaison between Human Resources, Payroll, Budget, and the San Diego County Office of Education.
- Serves as a technical and analytical resource to the Assistant Superintendent of Human Resources and Director of Human Resources.
- Responds to inquiries, provides information regarding Human Resources, Payroll and retirement system issues.
- Inputs data into HRIS systems and generates various database reports.
- Compiles technical data and information for Human Resources and Payroll reports.
- Collects confidential information and develops reports for use during labor negotiations and grievances.
- Explains and provides information and interpretation of procedures, policies, and regulations.
- Issues security access to all employees utilizing S2NetBox database.
- Performs other duties as assigned.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of successful full-time clerical experience at the level of Human Resources IV or equivalent.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; understand and carry out oral and written directions; and establish and maintain cooperative working relationships.
- Knowledge of modern office procedures, methods, and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer applications.
- Graduation from high school or equivalent. Bachelor's degree in Public Administration, human resources, information technology, or related field, or equivalent combination of education and experience highly desirable.

*Confidential Salary Schedule: Range 22*  
*BOARD APPROVED: 01-18-23*