

JOB DESCRIPTION

_____ PATERSON _____ BOARD OF EDUCATION

HUMAN CAPITAL 1903 Human Capital Business Systems Manager

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JOB TITLE: HUMAN CAPITAL BUSINESS SYSTEMS MANAGER

REPORTS TO: Director of Strategy, Recruitment and Retention

NATURE AND SCOPE OF JOB:

The Human Capital Business Systems Manager will support the district's efforts to hire and support staffing to ensure the needs of Paterson's students and schools are met. Reporting directly to the Director of Strategy, Recruitment and Retention, the HC Business Systems Manager will be responsible for continued business process redesign and greater use of technology and other productivity applications to improve the efficiency and customer service efforts to schools and employees.

The ideal candidate will provide high impact technical and analytical support to the department to promote, train, and drive the use of technology in support of the department's human capital improvement efforts.

QUALIFICATIONS:

The Human Capital Business Systems Manager shall:

1. Bachelor's Degree or equivalent professional experience
 1. Experience with business process analysis, planning, and project management
 2. Experience in HR application support; including applications such as time and management systems, human resource information systems, applicant tracking solutions and substitute management system
 3. Deep technological experience and knowledge with HRIS systems, project management tools and integration of systems to support HR needs
 4. Demonstrated ability to think strategically and use technology as a process and system improvement
 5. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks
 6. Ability to work independently as well as with a team
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7. Strong interpersonal and communication skills and experience
 8. Ability to analyze and solve problems in a quick and accurate manner
 9. Proficient in data entry/management and accurate record keeping
 10. Superior problem solving ability
 11. Demonstrated success in providing high levels of customer service
 12. Master's Degree, preferred.
 13. Experience in an urban school district, preferred.
 14. Five or more years of professional experience related to Human Resources / Human Capital functions, preferred.
 15. Proficient in data entry/management & accurate record keeping, preferred.
 16. Experience in an urban school district, preferred.
 17. Ability to analyze and communicate analysis of data, preferred.
 18. Knowledge and experience with human resource management software such as EduMet; AESOP; Kronos and/or Applitrack, preferred.
 19. Willingness to take on leadership role and "go the extra mile"
 20. Bilingual, preferred.
 21. Advanced knowledge of Microsoft Office Word, Excel, Power Point, or similar type of business office applications.
 22. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
 23. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
 24. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
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25. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
26. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
27. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Human Capital Business Systems Manager shall be employed under the following terms:

1. Work year of twelve months.
 2. Salary or hourly wage, benefits, and leave time as negotiated.
 3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).
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JOB FUNCTIONS AND RESPONSIBILITIES:

The Human Capital Business Systems Manager responsibilities will include, but not be limited to the following:

1. Provide a strategic and operational focus on HR systems by initiating and supporting ongoing process improvement and efficiency of HR operations.
2. Manage projects which will enhance delivery of HR services to employees;
3. Lead initiative to automate various HR processes and functions;
4. Establish and implement audit procedures and perform ongoing analysis to ensure data integrity, accuracy, and security.
5. Have primary responsibility for HR systems and serve as lead representative or liaison to other departments, particularly IT and Payroll.
6. Troubleshoot HR system issues.
7. Create relevant reports for human capital and train others on basic reporting issues and needs; facilitate the development of advanced reporting needs.
8. Maintain HC webpage(s) and modify as necessary.
9. Coordinate with IT to conduct system enhancements and customizations as well as assist in determining HR needs for such enhancements and/or upgrades.
10. Oversee and/or manage the operation of the applications used in HR, including but not limited to EduMet, Applitrack, Kronos, and Aesop Substitute Management.
11. Act as the application manager for the HR systems that are hosted by the vendor.
Work with vendors to ensure the systems are configured to optimize use and manage the ongoing management of the system including security access for appropriate employees and enhancements to the system as required.

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12. Collaborate with central technology to optimize the integration of data transfer between systems
13. Ensure appropriate and accurate data is captured, stored and extractable for reporting as required
14. Assist in creating and running reports as needed, often merging different data sources and segregating data to provide meaningful analysis
15. Create and deliver high impact training that maximizes end user participation, comprehension and application of the material
16. Provide first tier customer support to system end users
17. Maintain and update user profiles within HR systems and applications

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
 2. Sit, stand and walk for required periods of time.
 3. Speak and hear.
 4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
 5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
 6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
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ENVIRONMENTAL DEMANDS:


The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION

The Chief Human Capital Officer shall evaluate the Human Capital Business Systems Manager in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date