

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

HUMAN CAPITAL
1904 Data Analyst
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JOB TITLE: DATA ANALYST

REPORTS TO: Director of Strategy, Recruitment and Retention

NATURE AND SCOPE OF JOB:

The Data Analyst will support the department's efforts to develop and monitor a comprehensive recruitment and retention strategic plan and lead the applicant screening and cultivation process. As part of this effort, the Specialist will partner with the Human Capital Support and Services team as well as other key district stakeholders to implement and execute on this vision and plan. The Analyst is responsible for meeting established recruitment and retention goals and objectives and metrics reporting; as well as supporting efforts to execute innovative recruitment strategies, retention initiatives, and the cultivation of external recruitment relations with local universities and community organizations.

The ideal candidate will provide high impact recruitment and retention support to PPS schools and offices; as well as work closely with HC Partners to connect the right teachers/employees with the right schools/departments.

QUALIFICATIONS:

The Data Analyst shall:

1. Bachelor's Degree or equivalent professional experience.
 2. General experience and knowledge of research around key human capital areas including recruitment, selection, retention, development, and evaluation.
 3. Strong interpersonal and communication skills and experience.
 4. Demonstrated success in providing high levels of customer service.
 5. Ability to analyze and communicate analysis of data.
 6. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks.
 7. Experience working effectively with a wide range of constituencies in a diverse community.
 8. Bilingual, preferred.
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9. Master's Degree, preferred.
10. Experience in an urban school district, preferred.
11. Minimum three years' experience working in a Human Resource / Human Capital related area or as a school based administrator / teacher, preferred.
12. Demonstrated success leading strategic educational program and reform initiatives, preferred.
13. Experience in leading and execution of recruitment and retention programs and initiatives, preferred.
14. Strong knowledge of talent management systems; experience building and leading human capital programs for a private or public sector entity, preferred.
15. Advanced knowledge of Microsoft Office Word, Excel, Power Point, or similar type of business office applications.
16. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
17. 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.
18. 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.
19. 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.
20. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
21. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.

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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 Data Analyst 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.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Data Analyst responsibilities will include, but not be limited to the following:

1. Primary focus on the recruitment and retention of teachers and school leaders with support for other key areas on an as needed basis
2. Support the development, evaluation, and refinement of current teacher and principal screening processes and tools; including the training of principals and hiring managers
3. Create selection tools, interview protocols, and FAQ documents that the School Partners can give to principals
4. Lead, coordinate, and cross-train HC staff around the applicant pre-screening process
5. Actively promote use of technology for recruitment processes, in partnership with the HC Business Systems Manager and HC Analyst, champion the applicant tracking system project, and lead effort to develop tools and collect data for long range recruitment planning
6. Assists in providing ongoing support to hiring managers to ensure successful utilization of our talent acquisition technology system.
7. Collaborate with HC Partner team to ensure the highest quality candidates are

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matched with their schools

8. Work closely with the Director to serve as a liaison to partner universities and pipeline programs
9. Assist with the development and maintenance of all recruitment marketing materials (e.g., banners, advertisements, brochures, web content)
10. Attend job fairs and other recruiting events to support recruiting
11. Act as first point of reference for candidates requesting information from PPS
12. Work closely with the HC Support team to ensure proper onboarding of new teachers
13. Reviews recruitment and retention statistics to track progress toward goals, providing the basis upon which to measure and improve performance
14. Consults with key leaders and the HC Partner team to gain an understanding of position requirements and needs; including the support to the HC Analyst in the development of hiring projections
15. Form close relationships with high priority candidates and develop communication and other initiatives to ensure candidates are highly engaged throughout the application and hiring process
16. In partnership with key HC staff, Assistant Superintendents, and other key stakeholders, support the development, execution, analysis, and monitoring of retention initiatives and programs

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.

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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.

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 Data Analyst 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