

JOB DESCRIPTION

____ PATERSON ____ BOARD OF EDUCATION

HUMAN CAPITAL
1905 Systems Analyst
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JOB TITLE: SYSTEMS ANALYST

REPORTS TO: Director of Strategy, Recruitment and Retention

NATURE AND SCOPE OF JOB:

The Systems Analyst will support the district's efforts in developing, monitoring and driving the implementation of a comprehensive human capital strategic vision. In addition, the Analyst will also serve as the project lead for new HC strategic initiatives and programs. Reporting directly to the Director of Strategy, Recruitment and Retention, the Systems Analyst contributes to the school district's success by collecting and analyzing human capital data and metrics to identify important workforce trends and demonstrate the implications of these trends on the school district. This is a high-impact position responsible for analyzing workforce data and insights, particularly as it relates to workforce planning, succession planning, diversity/EEO, and talent management. This role is responsible for ensuring the data is accurate and for translating it in a clear, concise, and relevant manner to key stakeholders.

This role will require combining data from all HC and Financial Systems to produce a holistic view of our employees and HC programs that affect them. This position will also be responsible for the creation of our HC Dashboard by working with senior leaders across the organization to identify and report on key HC metrics. The human capital dashboard aggregates workforce data from disparate school district systems (EduMet, Applitrack, etc.) for fact-based decision making by school district leaders.

The ideal candidate will provide high impact analytical and project management skills to support the district's human capital transformation efforts through data driven decision-making.

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QUALIFICATIONS:

The Systems 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. Advanced user skills in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook, Access and Project) or other similar office suite (e.g. Google docs)
4. Strong interpersonal and communication skills and experience
5. Demonstrated success in providing high levels of customer service
6. Strong quantitative and qualitative analytical skills with proven ability to demonstrate data interpretation that maps back to business terms and outcomes
7. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks
8. Experience working effectively with a wide range of constituencies in a diverse community
9. Master's Degree, preferred.
10. Experience in an urban school district, preferred.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. 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.
13. 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.
14. 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.

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15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. 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 Systems 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 Systems Analyst responsibilities will include, but not be limited to the following:

1. Assist in developing the philosophy, strategy, framework and methodology of workforce analytics for the school district
2. Support HR initiatives (e.g. workforce planning, succession planning, and

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- diversity/EEO) by consolidating data, performing in-depth analyses and interpretation/evaluation, summarizing results and key trends, updating materials, and preparing reports and presentations
3. Work proactively and independently with HC Leaders/ Partners to perform analysis of relevant human capital metrics, uncover and interpret trends in data, and produce substantiated recommendations
 4. Develop new data visualizations and measurement opportunities
 5. Clearly communicate information and present findings in a relevant, compelling and actionable manner
 6. Support the Chief of Human Capital and the Director of Strategy, Recruitment and Retention in developing relevant human capital and HR metrics to ensure continuous alignment of the design of all HC programs with organizational objectives and track progress against the human capital strategies and objectives
 7. Create regular and ad-hoc reports; provide data mining, consulting and analysis as needed. Perform basic and advanced statistical modeling and forecasting when required
 8. Work closely with the HC Business Systems Analyst on data provisioning and governance processes and projects
 9. Effectively manage both approach and expectations based on data availability and quality
 10. Participate and/or lead key projects and work closely with cross-functional teams and key stakeholders to drive progress
 11. Coordinate analytics work with other departments as needed
 12. Train and assist internal stakeholders with better understanding of HC metrics and integrating analytics into current decision making processes
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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.

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.

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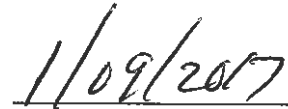
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EVALUATION

The Chief Human Capital Officer shall evaluate the Systems 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