

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: HUMAN RESOURCES SYSTEMS SPECIALIST

JOB GOAL: Under the direction of the Assistant Superintendent of Human Resources or assigned supervisor, plan, organize and perform a variety of complex technical duties related to the development, maintenance, and enhancement of the Human Resources Information Systems (HRIS) database, applicant tracking, onboarding, and performance evaluation systems; ad hoc reporting using complex functions of Excel and other software, create queries and prepare reports, identify and resolve database and other HR systems issues, develop test plans and strategies as a result of changes to the database systems, and perform clerical duties in support of the Human Resources Department.

QUALIFICATIONS

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation, and math.
2. Applicable state laws, District policies, procedures, and other regulations governing the program or area of assigned responsibilities.
3. Modern office methods and procedures.
4. Proper telephone techniques and etiquette.
5. Safety rules and regulations for this position.

Ability to:

1. Enter and retrieve data with speed and accuracy.
2. Compile, analyze and summarize information and data; perform mathematical calculations quickly and accurately; use independent judgment, initiative and problem-solving skills.
3. Understand and explain a variety of policies, laws, rules, and regulations.
4. Read, understand and explain technical materials, policies and procedures.
5. Analyze and recommend improvements to systems, procedures and methods.
6. Meet schedules and timelines.
7. Answer telephones and greet the public courteously.
8. Analyze situations accurately and adopt an effective course of action.
9. Operate a variety of office machines including a computer and applicable software including word processing, spreadsheets, database management, and email.
10. Communicate effectively both orally and in writing.
11. Establish and maintain cooperative and effective working relationships with others.
12. Maintain confidentiality of business records.
13. Understand and follow oral and written instructions.
14. Work independently and confidentially with minimal direction.
15. Exercise tact and diplomacy in dealing with sensitive or confidential matters.
16. Receive and give information over the telephone or in person in a courteous manner.
17. Work efficiently with frequent interruptions.
18. Perform assigned work without continuous supervision.
19. Type accurately at a rate of fifty (50) words per minute.

Ability to (continued)

20. Understand and carry out oral and written instructions.
21. Communicate effectively in both oral and written forms.
22. Be a productive and active team member.
23. Work successfully with diverse groups of people.
24. Maintain a pleasant appearance and demeanor.
25. Establish and maintain effective work relationships with those contacted in the performance of required duties.
26. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
27. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.

Training and Experience:

1. Any combination equivalent to a Bachelor's degree and one year of experience or an Associate's degree and three years of experience in Human Resources Technology including data entry, data queries, and analysis; customer service and assisting end users on a variety of software and web based systems.
2. Good work history and attendance.

REPORTS TO: Assigned administrator or department supervisor

ESSENTIAL FUNCTIONS

1. Provide a high level of collaboration and service in the performance of assigned duties to both external and internal stakeholders.
2. Plan, organize and perform complex technical duties to maintain the integrity and accuracy of the HRIS and other HR systems.
3. Liaison with HRIS system and other database representatives for support and troubleshooting.
4. Develop and modify systems tables as necessary. Serve as primary contact regarding HRIS related matters and collaborate effectively with other departments.
5. Compile and prepare data necessary to produce technical reports in compliance with District, federal, state and local regulations, policies and procedures; create and conduct routine and specialized queries and generate reports; review data for accuracy.
6. Work with other departments and HR staff to identify and recommend changes in business operations to resolve HRIS issues in compliance with District policies and procedures, federal, state, and local regulations as well as to effectively utilize administrative software based on cost benefit and feasibility studies.
7. Develop test strategies to validate changes in processes, tables, setup tables and rules.
8. Develop, document, and maintain HR technology procedures manual; train HR staff in procedures to provide back-up assistance.
9. Develop and maintain complex Excel spreadsheets for various reporting and data archiving projects.
10. Assist in maintaining the HR webpage and posted documents including but not limited to job descriptions, salary schedules, and collective bargaining agreements on the HR webpage.
11. Maintain and update classified seniority list according to collective bargaining agreement

ESSENTIAL FUNCTIONS (continued)

- and District procedures.
12. Operate office machines including computers and related software applications, photocopiers, calculators, and other office equipment as assigned.
 13. Provide backup when needed to greet students, employees, and the public; communicate information in person or by telephone where judgment, knowledge and interpretation of policies, procedures and regulations are necessary; receive, answer telephone calls, and refer to appropriate staff members.
 14. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
 15. Communicates effectively in both oral and written forms.
 16. Acts as receptionist when so required.
 17. Follows District policies and procedures.
 18. Participates in District in-service training as required.
 19. Knows and understands the Mission and Core Values of the District.
 20. Performs other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps and ladders.
7. Able to lift up to ten (10) pounds frequently and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.
3. Possession and maintenance of a valid state of California driver's license.

TERMS OF EMPLOYMENT:

Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by: Board of Education

Date: March 24, 2022

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.