MT. DIABLO UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES SYSTEMS MANAGER

Primary Function

Performs highly complex work in managing the computerized human resources/payroll, position-control and applicant tracking systems for budget projections, control editing, processing, calculating and reporting for all employees and applicants.

Directly Responsible To

Executive Director of Human Resources
Chief Business Officer

Supervision

May supervise and direct the work of classified staff as assigned.

Major Responsibilities

1. Plans, organizes and produces the preliminary and final preparation of the district staffing budge for all funds including categorical.
2. Calculates staffing allocations based on enrollment projections
3. Prepares, maintains and updates staffing spreadsheets for dissemination to appropriate administrators.
4. Confers with district administrators in the preliminary development of the staffing budget.
5. Compiles staffing projections for final submission to the board.
6. Manages the computerized position control system.
7. Initiates design changes to the payroll/human resources /position control/applicant tracking system(s) as needed or recommended for proper internal controls.
8. Implements changes; develop computer programs as a tool to ensure accurate data entry.
9. Manages the computerized human resources database system.
10. Interfaces with personnel in Fiscal Services, Payroll and Data Processing.
11. Implements procedures to audit and monitor processing actions for fiscal entries, human resources archiving, payroll procedures and data integrity.
12. Serves as a liaison between Human Resources, Payroll and Data Processing Departments.
13. Performs highly complex calculations and analytical studies relating to staffing needs, bargaining unit requests and health benefits requiring a high degree of accuracy.
14. Calculates costs of salary increases.
15. Interfaces with Council, Board, administrators, unit president(s) and outside agencies for data research and problem resolution.
16. Makes available to district staff, community organizations and employee organizations relevant program data as needed or requested.
17. Designs computer programs using report writer software as needed for data acquisition and manipulation.
18. Develops computational data for required governmental reports and outside surveys.

19. Develops appropriate spreadsheets, forms and/or computerized reports to improve data recording and report preparation.
20. Works with the Fiscal Services/Payroll Departments in formulating computer records to meet required local, state, and federal reports.
21. Performs testing of new and/or modified computer applications by developing test data and calculating expected results.
22. Executes programs and procedures; reviews output and evaluates systems.
23. Acts as an information resource to employees concerning computer applications.
24. Researches and resolves problems.
25. Trains employees, assigns and evaluates work relative to the database system.
26. Inservices secondary users in the application of the computerized human resources /payroll or applicant tracking systems.
27. Manages the computerized applicant tracking system.
28. Provides ethnicity data as required for affirmative action reports.
29. Designs and implements changes as required to meet the needs of the District
30. Attends job related meetings and activities specified by their supervisor
31. Performs additional duties assigned by their supervisor as an adjunct to regular stated duties.
32. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of the content and organization of a computerized database with emphasis on human resources issues.
2. Knowledge of the fundamentals of data processing and programming.
3. Knowledge of budgetary practices and accounting methods.
4. Knowledge of the principles and practices of supervision and training.
5. Ability to analyze data, prepare reports, and make recommendations related to the maintenance of computerized systems.
6. Skill in report writing.
7. Skill in logical thinking and the ability to explain difficult material simply.
8. Knowledge of school district operations and procedures.
9. Ability to work effectively with all segments of the educational community and general public.
10. Ability to exercise good judgment and tact.

Education, Training, and Experience

1. Graduation from college with a degree in computer science or accounting. A combination of relevant and comparable training and experience may be substituted for the degree.