

Supervisor - Human Capital Information System

Manages the data integrity and flow of employee information into the human capital information system (HCIS). Leads the team in HCIS design, systems modification, and/or systems development. Prepares statistical summaries and basic special reports across ERP applications. Manages HCIS Specialists by providing training, development, and oversight as well as front end support for other HC teams across ERP applications.

Provides technical support for the HCIS function. Implements and maintains the HCIS and related systems, audits system data and ensures policy compliance, corrects data entry, maintains system documentation, report writing, and analyses, and provides first line end user support.

Essential Functions

Data Integrity

- Manages the work of HCIS Specialists by auditing and verifying employee personnel data entered into the ERP system.
- Prepares advanced data analyses and reports on a routine basis to assess the flow of transactions and eliminate bottlenecks in various human capital processes.
- Processes annual projects and recurring audit activities.
- Oversees and completes auditing of human capital data and prepares responses regarding data integrity for both internal and external auditors.
- Functions as liaison with departmental analysts to audit, analyze, and update employee information.
- Leverages technology to streamline business processes in the HCIS.
- Maintains confidential and sensitive information.

Staff Training and Development

- Manages the day-to-day schedule, work assignments, and performance of the HCIS Specialists.
- Provides ongoing training and daily supervision of the work of the HCIS Specialists.
- Leads HCIS Specialists in identifying ways to improve/reengineer processes or automate functions to improve employee productivity.
- Maintains the Standard Operating Procedures Manual for the HCIS team.

HC Systems Management and Support

- Oversees technical business of the applicant tracking system, to include documenting new requirements, implementing changes, testing workflows, and

liaising with the HC Systems team to ensure end-to-end integrations with Oracle Fusion.

- Participates in the on-going requirements analysis, implementation, documentation, maintenance, and testing enhancements and upgrades to the HCIS (Oracle Fusion).
- Supports functional areas such as Talent Management, Employee Engagement, Recruitment & Staffing Services, Recruitment and Partnership, Compensation, Payroll, and Finance in submitting transactions to HCIS.
- Monitors hardware and software issues, maintaining HC Systems and peripheral systems.
- Utilizes resources appropriately to complete work in the most efficient manner; proactively communicates the status of work; participates and contributes fully as a team member; and exercises sound judgment and decision-making skills to resolve sensitive matters.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies, administrative regulations, and professional standards.

Maximum Salary\$140514.00

Minimum Salary\$82819.00

Desired Qualifications

REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited institute of higher education or equivalent relevant professional experience and commitment to completing a bachelor's degree within two years required.
- At least eight years of relevant full-time professional experience.
- Familiarity with Oracle Fusion and Oracle reporting tools, such as Oracle OTBI.
- Ability to interact with diverse constituencies and convey complicated information with tact and diplomacy.
- Proficient skill in the use of technical computer applications, including electronic databases, case management systems, and Microsoft Office, including Excel and Power Point.
- Ability to exercise independent judgment.
- Skill in research, presenting, and explaining policies and procedures, assembling data, preparing complex reports, and formulating and presenting recommendations.
- Ability to work collaboratively.
- Ability to develop and maintain strong working relationships with school system employees and managers at all levels, as well as government agencies and community stakeholders.
- Ability to multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.

PREFERRED QUALIFICATIONS

- Previous supervisory experience.
- Proficient in R or similar coding programming language.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: <http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the City Union of Baltimore (CUB) bargaining union.

This position is affiliated with the City Retirement System.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$82,819-\$103,937).