

Somerset County Public Schools

Job Description

Job Title: Application Systems Analyst
Department: Human Resources
Reports To: Human Resources Supervisor
FLSA Status: Exempt
Prepared By: Jennifer Berlin/Beth Whitelock
Prepared Date: 5/17/2011
Approved By: Board of Education
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Revised: December 6, 2011
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I. Summary

The individual maintains and oversees the county electronic Human Resources/Financial information system that supports both site and system instructional and administrative recordkeeping and reporting needs in alignment with local, state and federal requirements. This position serves as a part of a team involving the Technology Division, the Human Resources Division and the, Curriculum and Instruction Division. The goal of the position is to provide state-of-the-art design, development, implementation, technical assistance, and training for a Human Resources/Financial Information System that creates all federal, state and local data reports by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Human Resources Supervisor, Deputy Superintendent or their designees.

- Works with the Finance Division, the Human Resources Division, and the Technology Division to identify current and future electronic data collecting and reporting needs to support school improvement efforts and state and federal reporting requirements.
- Serves as the school district point of contact for the Sungard Data Software.
- Performs data entry into the Human Resources Information System.
- Plans and conducts training on the use of the Human Resources/Financial Information System.
- Prepares, verifies and creates data files to meet federal, state and local requirements for various departments as requested.
- Remains knowledgeable of current technology and data reporting requirements, and obtains training as necessary to support technology functions.
- Provides technical support and assistance to the central office staff.
- Assists with the installation and management of software to support staff data management.
- Responsible for meeting MSDE's requirements for collecting and reporting data related to Educator and Principal Effectiveness.
- Requests unique ID numbers for staff using the state electronic system.

- Maintains electronic records for Human Resources Division.
- Collaborates with school administrators, counselors, teachers, and support staff on the daily maintenance and application of the Human Resources Information System.
- Completes the State Staff Report, Class Level Membership Report and other Federal, State and local reports as required.
- Responsible for software training administration for substitutes and new hire employees.
- Administers HR related electronic systems such as, but not limited to Frontline.
- Serves as the ASBO liaison for school district.
- Serves as point of contact in absences of HR Supervisor as requested.
- Creates and publishes staff monthly newsletter.
- Monitors and updates department website.
- Provides various departmental training on HR related computer programs as the needs arise.
- Updates staff records and publications as related to employee negotiations.
- Creates, maintains and updates the Human Resources' Standard Operating Procedural Manual (SOP).
- Serves as co-chair of the Wellness Committee for the staff.
- Serves as the school system informational/compliance contact in regards to the Affordable Care Act (ACA).

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

A minimum of a high school diploma. Must have demonstrated advanced computer skills and related work experience. An Associate's Degree or college courses related to information technology are preferred.

B. Certificates, Licenses, Registrations

Must have a valid driver's license as travel in and out of the County will be required.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Must have excellent written and oral communication skills. Ability to effectively present information and respond to questions from groups of students, administrators and the general public.

D. Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to apply concepts of basic arithmetic.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be a persistent and creative problem solver. Must be detail oriented and have the ability to prioritize work. Must be able to analyze data and ensure accuracy of work.

F. Computer Skills

To perform this job successfully, an individual should have successful working knowledge of database applications. Must be able to query a database to find information; ability to create charts, graphs and tables showing relationships between data sets; ability to import/export data from one program to another; and must understand data layouts and with experience creating or editing data files. Knowledge of all Microsoft applications is required. Exceptional knowledge of Excel and Microsoft Access is also required. Pursues training and development opportunities to expand job knowledge. Previous experience with computer system upgrades is preferred.

G. Other Skills and Abilities

Must be able to work with minimal supervision while meeting all deadlines. Must understand and adhere to all confidentiality protocols. Must be comfortable in making upper level decisions related to job function.

H. Other Qualifications

Three or more years of successful experience in a school setting in a similar position and prior Human Resources experience is preferred. Previous experience designing and conducting training for adults in the use of technology is preferred.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

