



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	HRIS Analyst
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Director Human Resources Systems and Operations (HRIS)

Position Summary:

Under the Direction of the Director HRIS, the HRIS Analyst has primary responsibility for the maintenance of the Human Resources Information Systems including SAP and provides assistant with other general human resources duties.

Qualifications/Requirements:

To perform this job successfully, an individual must be able 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.

Essential Functions:

System Maintenance (% of time: 20)

- Perform daily maintenance of HRIS/SAP system
- Create and maintain new jobs and organizational units and career ladder teachers (\$5000 above step)
- Ensure accurate and timely creation of new positions and enter changes in SAP (i.e. position, job number, fund and account, etc)
- Responsible for SAP Configuration (including but not limited to district salary schedule)
- Identify HRIS concerns which are not functioning properly and /or which can be enhanced, submit recommendation for improvements to Executive Director HRIS and partner with IT to ensure enhancements are made.

Production Support (% of time: 20)

- Ensure contracts (teacher, principal and assistant principal) , teacher retention forms and employee evaluation forms are sent out in a timely manner and track returned documents
- Ensure extra service spreadsheets are processed timely and accurately
- Partner with Executive Director to ensure relevant sections of HR webpage are updated timely
- Review and approve requisitions for new positions

Projects/Process Improvement (% of time: 20)

- Update Core Data Calendar for summer (June) and fall (August)
- Responsible for projects as they arise (i.e. job code/employee type report, certification report, etc)



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Reports/Queries (% of time: 20)

- Develop accurate and timely daily weekly, monthly reports as well as adhoc SAP reports for internal clientele. (i.e. separation reports, new hire reports, leave of absence report, salary increases, attendance reports, Union report, transaction report, active employee report, etc.)
- Develop accurate and timely reports for external clientele (i.e. government report requests such as Overseas Educators Report, Dept of Commerce Salary Survey, Cooperating School District”, sunshine law report requests, legal report requests, etc)

Training (% of time: 5)

- Provide individual and group training sessions when the need arises

Individual Development (% of time: 10)

- Exercising individual judgment while dealing with potential or real troubles on own initiative and bringing them to Executive Director of HRIS and/or Chief Human Resources Officer’s attention with resolutions/recommendation for correcting problems
- Provide high level of customer service for internal customers, responding to their human resources needs and requests with a sense of urgency combined with professional interaction
- Provide timely and accurate answers to employee questions related to various human resource concerns

Departmental Support (% of time: 5)

- Provide support for HR Generalists and Worker’s Compensation/Benefits when applicable
- Perform other duties as assigned

Required Education and Experience:

- Bachelor’s degree required with three to five years related experience with HRIS/SAP required. Minimum of at least three years experience with HRIS/SAP and KRONOS experience preferred.

Knowledge, Skills, and Abilities:

- Knowledge and experience working with HRIS software applications (SAP) and payroll software applications KRONOS, Microsoft Office, Word, Excel, and Outlook
- Knowledge of ACCESS Database
- Ability to read and comprehend information from written documentation and reports
- Ability to collect, analyze, organize and accurately record data.
- Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to update files regularly – attention to detail
- Must demonstrate effective problem-solving skills
- Ability to present information in forms, tables and spreadsheets



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- Ability to operate under immense pressure and work independently
- Excellent communication skills, verbal and written required
- Ability to deliver effective results, meet tight deadlines and targets
- Must be self-motivated and a team player with a positive attitude is essential
- Ability to communicate with others and effectively convey information
- Ability to maintain confidentiality of sensitive information
- Ability to identify HRIS concerns and submit recommendation
- Ability to resolve customer complaints (i.e. payroll concerns, data entry issues, etc.)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Ability to work at a PC for lengthy periods of time
- Light Work usually requires sitting, walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

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Employee	Immediate Supervisor
Date	Date
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Human Resources	
Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.