

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Human Resource Reporting &amp; Data Analyst (M71)</b>	Job Family: 03
Department: Human Resources	Lane Placement: <b>12</b>
Supervisor's Title: Human Resource Administrator	Contract: 242 Days
FLSA Classification: _____ Non-Exempt _____	Hours per Day: 8
Original date: <u>04/20</u> Revised: _____ Revised: _____ Revised: _____	

**GENERAL FUNCTION**

Under the supervision of the Administrator of Human Resources, the **HR Reporting and Data Analyst** plans, directs and coordinates activities of the HR information technology projects to ensure project goals are accomplished within the prescribed time frames. Facilitates data collection and the design and creation of HR reports from Skyward, Frontline or other District source. Responsible for the analysis, design, development, testing, implementation and maintenance of HR related computer applications. Will provide social media support for the recruitment team as needed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Plan, direct and coordinate activities of the HR information technology projects to ensure project goals are accomplished within the prescribed time frames.
- Design, develop and maintain databases as determined by project priorities.
- Responsible to design and develop HR report(s) as directed by the Administrator. Information may be obtained from Skyward, Frontline or other District source.
- Create visual representations of data (e.g. spreadsheets, graphs, charts, etc.).
- Provide input into determining technology development and/or maintenance needs and priorities. Also provide input into both short and long term technology planning for HR.
- Assist the HR department in fulfilling requests from the Board of Education by collecting data, preparing reports and distributing information.
- Successfully collaborate with employees in HR and other departments in a cooperative, positive and professional manner.
- Facilitate the completion of HR projects related to technology advancements and electronic functionality.
- Develop and maintain technical and project documentation.
- Complete a variety of surveys and requests for information.
- Will provide social media support for the recruitment team as needed.
- Collaborate with information systems personnel and other departments to ensure HR has assistance to create, produce and access information needed for reporting and analysis capabilities. Ensure a cooperative and successful working relationship.
- Train a variety of individuals with HR processes, procedures and systems.
- This position requires punctual and regular daily attendance at assigned work location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's Degree in human resources, accounting, computer science, software engineering, information management or related field or equivalent combination of education and experience. Master's degree preferred.
- Requires four years job related work experience with demonstrated competence.
- Experience with HR information systems preferred.
- Requires knowledge of operating systems currently in use in the District (i.e. Skyward, Frontline, etc.).
- Must demonstrate competence in reading, writing and advanced mathematical and logic skills.
- Requires the ability to write, de-bug and successfully implement databases.
- Requires effective interpersonal and people skills. Will have significant interaction with personnel in HR, information systems and other departments.
- Requires effective collaboration and cooperation attitudes and abilities.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Standard office equipment and machines.
- Computer hardware and software and related equipment.

**Physical Requirements – Not limited to the following:**

- Occasionally lift and move items up to 20 lbs.
- While performing the duties of the job, the employee is constantly required to sit. Occasionally will stand, walk, talk and hear. The employee constantly is required to use hands to finger, handle, type and feel and must reach with hands and arms

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.**