EAU CLAIRE AREA SCHOOL DISTRICT

## JOB DESCRIPTION

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| **Job Title** | HR System & Project Specialist |
| **Department** | Human Resources |
| **Reports To** | Executive Director of Human Resources |
| **Classification** | Non-Affiliated |
| **Location** | Administration Building |
| **Salary** | On Schedule |
| **Length of Contract** | 12 Months |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The HR System and Project Specialist is responsible for the human resources information system (HRIS) and performs a variety of administrative functions related to payroll, accounting, and human resources; including maintenance of the Human Resources information system(s), processing and reporting of data, payroll setup, position budgeting, base information for negotiation process, and various other day-to-day duties to meet the business and human resources needs of the school district.

## Essential Job Functions

- Maintains, develops, and modifies position information for human resources information system (HRIS).
- Maintains, develops, and modifies HRIS employee portal.
- Creates and maintains custom reporting in the HRIS, including automated production of state and federal reporting requirements.
- Responsible for the accuracy and quality of the data maintained by the HRIS. Develops procedures to streamline data entry and ensures that the data is consistent with code structures within the system. Purges old data where necessary within department guidelines.
- Writes procedure manuals and documents all codes and data help within the system.
- Assists with costing various proposals to be submitted by the Board of Education or submitted by the various employee organizations in the contract negotiations process.
- Compiles salary and fringe benefit computations for all staff for the District budget as directed by the Executive Director of Business Services.
- Maintains data files, manages automated record system, adjusts configurations and tables of automated system where necessary.
- Assists with interpretation of handbook language.
- Prepares individual contracts for professional staff based on negotiated settlements.

- Executes contract changes based on lane change approvals, contract extensions, modifications, etc.
- Executes summer school employment payments based on authorization and District policy.
- Manages increment assignments.
- Prepares staff information and reports on Equal Opportunity Employment.
- Maintains staff accounting for number of employees in various divisions.
- Plans, tests, and implements system modifications and upgrades in conjunction with IT, Payroll, and Accounting Managers along with software company consultants.
- Writes and modifies reports as needed for administration and support of human resources special projects.
- Manages various one-time or ongoing projects as requested by Administration or the Board.

**Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Recent successful experience in a responsible office position in HR and/or payroll.
- Associate degree in Human Resources, accounting, or related field.

**Preferred Qualifications –** Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor's degree and/or comparable experience in human resources, accounting, technology or a related field.
- Experience in HRIS, accounting, or payroll systems.
- Experience in the design, development, conversion, or maintenance of an HRIS.

**Knowledge, Skills, and Abilities –** May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge and ability to use Excel to provide reporting in various forms.
- Knowledge of database management and information systems.
- Comprehensive knowledge of district policies and procedures.
- Ability to provide services with a high degree of confidentiality.
- Broad knowledge of administrative functions.
- Ability to interact with staff, co-workers, and other public in a friendly, service-oriented manner.
- Ability to perform varied, difficult, and complex tasks at a high rate of speed and accuracy.
- Ability to prepare and maintain clear, detailed, and complete reports.

- Ability to exercise judgment and discretion in the application and interpretation of policies and regulations.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.