Saint Paul
PUBLIC SCHOOLS
A World of Opportunities

General Information

Develops, implements and maintains HR information support systems. Provides HR system technical and functional support in the areas of HR, Benefits, Workforce Management and Payroll including preparation, processing, problem and problem resolution, follow up, table set-up and maintenance.

Key Relationships

Information Management Associates and Total Rewards and Information Management Assistant Director, HR leadership, Work Force Management, Benefits, Payroll, other District staff as required Primary.

Reporting Relationship

Report to the Assistant Director, Total Rewards and Information Management.

Responsibilities
The essential functions include, but are not limited to, the following fundamental duties:

Guide and assist information management team members with daily activities and projects

Coordinate system upgrades to ensure data integrity.

Coordinate with other departments as needed to ensure efficiency.

Obtain guidance from HR Leadership, Workforce Management, and Information Technology on complex policies or procedures that must be implemented.

Respond to requests for on--demand reports.

Develop queries or write programs to obtain the requested information.

Provide report analysis, interpretation and maintenance

Collaborate with Workforce Management/Benefits/Payroll and other departments as necessary to develop standard reports.

HUMAN RESOURCE INFORMATION MANAGEMENT ANALYST

Responsibilities (continued)

Monitor and maintain standard automated HR, Benefits and Payroll--related system processes.

Assist Information Technology with system updates and testing.

Recommend procedural changes related to the HR Information Management function.

Suggest methods to update, simplify, and enhance processes, procedures, and technologies. Meet with human resource administrators, information systems staff and/or consultants to assist with defining system specifications for human resource information systems projects.

Knowledge, Skills and Abilities

Teamwork

- Uses cross functional teams to draw upon skills and knowledge throughout the District.
- Builds internal and external networks and uses them to efficiently create value
- Consistently participates in and maintains a team environment by openly sharing information, exchanging ideas and coordinating activities.

Business Advisor

- Demonstrates a broad business perspective (i.e. understands the impact of decisions on the different business units and functions).

Data Analysis

- Is seen as expert in analyzing, interpreting data.
- Uses interpretation of data to support decision--making and planning processes.

Technology Application

- Proficient in HR systems.
- Provides support for others with system needs.

Minimum Qualifications

Bachelor degree in Information Technology, Business Administration, or a related field subject required and a minimum four years of Information Management support experience required (equivalent combinations of education and/or experience will be considered.

Knowledge of PeopleSoft preferred.

Payroll experience preferred.