



Job Description

Job Title: **HR Processing Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **June 2013**

Job Code: **090507**
 FLSA Status: **Ex - E**
 Pay Range: **L 08**
 Work Year: **12 months**

SUMMARY: Responsible for ensuring that all information contained in the Human Resources Information System (HRIS) is entered efficiently and accurately, ensuring data integrity and timely reporting. Answering questions regarding employees' files and/or salary: running PeopleSoft queries and reports: processing extra duty pay: liaison with Information Technology, Payroll, Benefits and necessary departments. Ensure that state and federal reports, including Colorado Department of Education Staff report are completed accurately and within required guidelines and timelines. Evaluation and supervision of processing team: Ensure that processes/procedures are in compliance with all Master Agreements as well as District and Board Policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for ensuring that all information contained in the Human Resources Information system (HRIS) is entered efficiently and accurately, ensuring data integrity and timely reporting. Including information surrounding new hires, changes and separations, salary computations, previous work experience and contract review. Verify that all changes are in compliance with Board and District Policies. Inform and train processing team with HRIS system updates and changes to procedures. Evaluate and analyze duties and procedures to improve efficiency and accuracy.	D	35%
2. Develop, implement, evaluate and analyze current processes and other PeopleSoft modules yet to be developed and implemented. Coordinates with Information Technology, Payroll, Benefits and other impacted departments throughout all stages of development to identify areas of improvement, recommend changes, and implement functional solutions for existing systems.	D	10%
3. Create and run PeopleSoft queries and reports for various district staff and Human Resources department as well as Federal and State agencies for both scheduled and "on demand" requests. Process monthly Board Report for action item by the Board of Education. Ensure accuracy of reports and update query/report if necessary.	W	10%
4. Acting liaison between athletic director, activities directors and employees regarding additional pay for Co-Curricular, Department Chair and Leadership stipend payments for certified staff. Act as lead for processing and training on these additional pay items including, uploading and verifying data, record keeping, and updating Finance Department of budgets. Ensure payments are in compliance with Certified Master Agreement.	M	10%
5. Hire, train, provide direction, give performance feedback, mentor, and evaluate processing team. Encourage team to seek ways to work more effectively and efficiently, and to provide positive input into continuous process improvement for the processing function.	D	15%
6. Oversee and perform data collection and submission of the Human Resources data collection report submitted to Colorado Department of Education (CDE). Work with IT to develop and improve data extract process to ensure accurate and complete data is being submitted. Review, analyze and update report data when necessary in PeopleSoft. Submit completed report in a timely manner. Attend necessary training classes provided by CDE to remain current on the data collection process and the changes in the reporting requirements.	A	10%
7. Review and answer questions regarding employees' files and/or salary placement for employee relations or other issues.	D	5%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree required.
- Minimum of five (5) years of experience with Human Resources, Payroll and/or accounting systems.
- PeopleSoft experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong management, supervisory and communication skills.
- Critical thinking, problem solving skills and project management skills.
- Knowledge of large school district human resource information systems, technical knowledge, managing base salary plans, state and federal reporting requirements.
- Detailed analysis techniques, skills and independent judgment.
- Good understanding of payroll process/cycle including benefits.
- Ability to quickly obtain detailed knowledge of District’s master agreements and handbooks of certified, classified and administrative staff regarding pay issues.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Strong operating knowledge of and experience with personal computers word processing and spreadsheets.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of PeopleSoft or other HRIS software required.
- Knowledge of basic and advanced PS Crystal Report Writer.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Human Resources Director	3099

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	HR Representative, Employee Services	2-3	1309

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May be responsible for managing monies required to run a project or activity.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	