

**Job Title:** HR Processing Manager  
**Job Family:** Non-Certified  
**Pay Program:** Administrative  
**Prepared/Revised Date:** January 2018

**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 compliance with negotiated agreements, District and Board policies. Respond to questions and concerns regarding employees' files and/or salary; create and execute system queries and reports; liaison with Information Technology, Payroll, Benefits and other departments. Ensure state, federal, and district reports are completed accurately and within required guidelines. Supervise and direct work of processing team.

**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. . Verify that all business and transactional processes are in compliance with Board and District Policies. Inform and train processing team with system updates and changes to procedures.	D	30%
2. Create, maintain and verify positions in the HRIS system are assigned appropriately and accurately interface with other system modules. Assist in implementation and maintenance of Time and Labor module.	D	10%
3. Develop, maintain and validate HR transaction templates. Manage data interfacing between applicant tracking system and HRIS. Compile, calculate, analyze and input data for administrative employees in the HRIS including, but not limited to, Temporary Leave Sell Program; Stipends; Leave of Absences; etc.	D	10%
4. Develop, implement, evaluate and analyze current processes and other PeopleSoft modules yet to be developed and implemented. Coordinate with district stakeholders throughout all stages of development to identify areas of improvement, recommend changes, and implement functional solutions for existing systems.	W	5%
5. Create, process and validate PeopleSoft queries and reports for district staff, departments, federal and state agencies as well as the Board of Education. Oversee and participate in HR data collection for annual submission to the Colorado Department of Education. Review, analyze and update processes and data to ensure accuracy and compliance of all reports.	W	10%
6. Coordinate and maintain process for payments to staff for additional duties, leadership and coaching roles are paid accurately, timely and in accordance with district guidelines. Inform the Budget department of these payments and any changes as they occur. Train and direct district stakeholders on these process and keep them abreast of any changes.	M	10%
7. Hire, train, provide direction, give performance feedback 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	20%
8. Oversee electronic employee documents throughout an employee's life cycle. Ensure that internal document controls are established and followed. Review and answer questions regarding employees' personnel files and/or salary placement for employee relations or other issues.	D	4%
9. Perform other duties as assigned.	Ongoing	1%
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 and project management skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to analyze data and use independent judgment.
- Ability to quickly obtain detailed knowledge of District’s negotiated agreements and handbooks, specifically regarding pay compliance. .
- Ability to promote and follow Board of Education policies, District 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 information technology systems and data spreadsheets.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Human Resources Director	3099

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Employee Services Specialist	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
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			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	