

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Specialist Human Resources Systems and Projects	Wage/Hour Status:	Exempt
Reports To:	Coordinator for Human Resource Operations	Pay Range:	810
Dept./School:	Human Resources	Date Revised:	02/10/20

Primary Purpose:

Provide oversight and management of the systems, processes, and operations related to human resources functions.

Qualifications:

Education/Certification:

Bachelor's degree in Business, Management Information Systems, or Human Resources and/or relevant industry experience (required)

Special Knowledge/Skills:

Knowledge of administrative technology applications

Web-based database solutions

Database administration

Excellent technical and analytical skills

Strong critical thinking skills and follow-through

Excellent communication and customer service skills

Ability to interact effectively with all levels in the organization

Experience:

Two years of experience in HR or other related work functions, preferably in supporting business application systems and interfacing with HR, technology and business operations areas

Experience using Frontline ERP (TEAMS) software (preferred)

Experience using Laserfiche software (preferred)

Experience in educational or public/governmental environment (preferred)

Major Responsibilities and Duties:

Manage HR related systems for the purposes of designing solutions using system analysis approach, designing reports for business analysis and benchmarking purposes, and securing and organizing data

Support the HR leadership team with projects, initiatives, and training in the implementation and maintenance of key HR systems and operations

Job Title: Specialist Human Resources Systems and Projects

Evaluate and make recommendations, as needed, on HR work-flow processes to increase efficiencies

Provide HR related technical and administrative support, including security access, general user trouble-shooting, and determination of data controls

Demonstrate ability to work on a team in a collaborative environment

Demonstrate adaptability and flexibility during overlapping project phases

Take initiative to develop professional skills appropriate to human resources and information management system technology

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate district functions; maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Occasional district wide and/or statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 02-10-20

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____