



Human Resources Office

102 S. Hickory Avenue, Bel Air, MD 21014

Telephone: 410-588-5226

www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

August 31, 2020

Revised: November 13, 2020

HUMAN RESOURCES INFORMATION SYSTEMS ANALYST Central Office-Office of Human Resources

To coordinate all aspects of the Human Resources Information Systems.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Coordinates all personnel actions, software transactions, data fields, and Human Resources processes and procedures related to the Human Resources business software.
- Audits all personnel actions, software transactions, data fields, and Human Resources processes and procedures related to the Human Resources business software for accuracy, applicability, efficiency, and compliance with appropriate reporting standards.
- Collaborates with other members of the HRIS team and other members of the Human Resources department.
- Serves as the primary Human Resources contact to the Business Services and Technology and Information Services Offices; coordinates procedural and structural changes to the Human Resources business software.
- Performs system maintenance, including assisting in the review, testing and implementation of the HRIS system upgrades or patches. Collaborates with functional and technical staff to coordinate application of upgrade or fix while maintaining system tables and documenting processes and results.
- Generates reports/queries as requested, maintaining, and supporting a variety of reports or queries utilizing appropriate reporting tools. Coordinates all internal and external reporting of Human Resources data in alignment with federal, state, and local requirements.
- Serves as the primary liaison to the Maryland State Department of Education for all required state staffing reports and data needs.
- Maintains data integrity in systems by running queries and analyzing data.
- Coordinates with other Human Resources departments to establish business efficiencies and data-based decision making through the application of technology.
- Coordinates Human Resources fiscal year-end processing with all members of the HR department, Information and Technology, and Business Services departments.
- Manages all Human Resources technology projects; coordinates projects with other departments, outside vendors, and consultants.
- Provides production support, including researching and resolving HRIS problems, unexpected results or process flaws; performing scheduled activities; recommending solutions or alternate methods to meet requirements.
- Develops user procedures, guidelines and documentation and cross trains other members of the HRIS team as appropriate.
- Maintains awareness of current trends in HRIS and participates in on-going professional development opportunities.
- Utilizes interpersonal skills when working with various customers and peers to accomplish project goals.
- Performs other work-related duties as assigned.

SALARY

Grade E of the 12 Month Salary Schedule for AHCATSP (\$86,316).

REQUIREMENTS

- Bachelor's degree from an accredited college or university.
- Five years of related work experience in Human Resources, Information Systems Management, or related areas.
- Previous experience managing a comprehensive business enterprise resource planning system (ERP). Experience with Infor Lawson preferred.
- Proficient in Microsoft Office Suite software programs and business software applications, specifically Microsoft Access and Excel.
- Proficient in database design, implementation, and management as it relates to MS Access.
- Develop Microsoft Access Databases, including tables, queries, forms, and reports, using standard IT process with data normalization and referential integrity.
- Use Visual Basic in Microsoft Applications, including Access, Excel, and Word.
- Able to debug/code difficult functions/macros using VBA.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Able to maintain confidentiality of sensitive information.
- Exemplary oral/written and interpersonal communication skills.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. Candidates who apply by **Friday, September 11, 2020** will receive immediate consideration.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.