Anoka-Hennepin Independent School District #11
Job Description

Title: Human Resources Information Systems Manager
Reports to: Director of Labor Relations and Benefits

JOB SUMMARY

The HRIS Manager is responsible for effective management and strategic utilization of the district's employee data. The HRIS Manager will be responsible for the overall health and optimization of our employee data systems, ensuring data integrity, system efficiency, and alignment with district needs. This position will collaborate extensively with various departments to support negotiations, employee services, reporting obligations, benefits, insurance, payroll, and finance.

DUTIES AND RESPONSIBILITIES

System Optimization and Enhancement:
- Proactively evaluate, recommend, and coordinate upgrades and enhancements to the district's employee data systems and information platforms.
- Lead the planning, management, and integration of new technologies for employee data management.

Cross-Functional Collaboration and Support:
- Provide support to the Executive Director of Human Resources, and the Directors of Labor Relations & Benefits and Employee Services, fulfilling their specific data and reporting requirements.
- Serve as a key liaison between departments to ensure the smooth flow and integrity of employee data.
- Act as a trusted resource and advisor to district administrators on all matters related to employee data management systems, best practices, and data-driven decision-making.

Compensation and Negotiation Support:
- Develop and coordinate comprehensive compensation reports and provide critical information necessary for contract negotiations, ensuring accuracy and timeliness.
- Respond efficiently and accurately to data requests.

Data Integrity, Quality Assurance and Compliance:
- Establish and enforce rigorous procedures to ensure the accuracy, validity, and confidentiality of employee data, implementing regular audits and data quality checks.
- Maintain up-to-date knowledge of relevant regulations and ensure all employee data management practices comply with applicable laws and policies.

Team Leadership and Development:
- Directly or Indirectly Supervise four employees in the Labor Relations & Benefits Department
- Mentor, coach, and develop departmental staff, fostering a high-performing team and promoting professional growth and development.

QUALIFICATIONS

- Requires Bachelor's Degree in Human Resources, Public Administration, or Business and five years working in human resources or related area; OR an equivalent combination of education, training and experience as determined by Human Resources.
- SHRM or PHR certification preferred.

SKILLS AND COMPETENCIES

- Requires developed mathematical and analytical skills, technical knowledge of computer programming, familiarity with employee data management systems, and a high degree of competence with computer programs preferably MSOffice and SQL.
- Ability to understand and implement IRS rules, MN Statutes, and other legal regulations pertaining to public employers, employee benefits, compensation, and data.
- Ability to collect data, establish facts, define district-wide problems, and propose solutions.
- Skilled in verbal and written communication with a diverse audience.
- Ability to maintain regular attendance and commit the time necessary to complete the job.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires frequent standing, walking, sitting, bending, and may include lifting up to 10 pounds.
- Specific vision abilities required such as close vision and the ability to adjust focus.
- Work environment includes offices, meeting rooms and school buildings.
- Ability to travel to various district sites may be required.