

Anoka-Hennepin Independent School District #11
Job Description

Title: Human Resource Systems Manager
Department: Human Resources
Reports to: Executive Director of Human Resources
Prepared Date: June 2017

SUMMARY OF RESPONSIBILITIES

Under the direction of the Executive Director of Human Resources, plan, develop, and oversee the district's employee data management systems.

DUTIES AND RESPONSIBILITIES

- Oversee the usage, coordination, and accountability of the district's employee data management system.
- Coordinate and recommend upgrades to the district's employee data systems and information as needed for negotiations, employee services, reporting obligations, benefits, insurance, payroll, and finance.
- Plan, manage, and integrate new technologies for employee data management.
- Support the Directors of Labor Relations & Benefits and Employee Services in their individual data and reporting needs.
- Serve as a conduit between district's central services to ensure fluidity of data management.
- Serve as a resource and advisor to administrators regarding the district's employee data management systems.
- Develop and coordinate compensation reports and information needed in preparation for contract negotiations and in response to data requests.
- Establish procedures to ensure accuracy of data.
- Mentor, coach, and develop departmental staff to achieve professional work goals.
- Perform other tasks and assume other responsibilities as assigned by the Executive Director of Human Resources, Director of Employee Services, Director of Labor Relations & Benefits, and Superintendent.

SUPERVISORY RESPONSIBILITIES

Supervises two confidential employees in the Labor Relations & Benefits department.

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent with a minimum of five years of experience in human resources, data management, or a related field.

KNOWLEDGE, SKILLS & ABILITIES

Requires developed mathematical and analytical skills, technical knowledge of computer programming, familiarity with employee data management systems, and high degree of competence with computer programs preferably MSOffice.

Ability to understand and implement IRS rules, MN Statutes, and other legal regulations pertaining to employee benefits, compensation, and data.

Awareness of PELRA, STAR, MGDPA, UFARS.

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.

PREFERRED QUALIFICATIONS

Bachelor's degree preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 20 pounds. Specific vision abilities required by this job include close detail and the ability to adjust focus.

WORK ENVIRONMENT

Most work is performed in an office setting. Some travel to other district work sites is necessary. The noise level in the work environment is normal with frequent interruptions and employee communications.