

# Anoka Hennepin Independent School District #11

## Position Standard

**HR GENERALIST – HRIS**

**Occupation Code 4027**

LABOR RELATIONS & BENEFITS DEPARTMENT

Full Time 260 days/8 hrs/day

### **SUMMARY OF RESPONSIBILITIES**

Under the direction of the HRIS Manager, this position will be responsible for managing the HRIS platform, ensuring data accuracy, optimizing system functionality, and providing support to users across the organization.

### **DUTIES AND RESPONSIBILITIES:**

- **Extra Services Agreements:**
  - Manage and maintain Extra Services Agreements, ensuring compliance with contractual obligations and company policies.
  - Review agreements for accuracy, completeness, and adherence to legal and regulatory requirements.
  - Serve as the main point of contact for inquiries related to Extra Services Agreements, negotiating terms and resolving issues as needed.
- **ACA Reporting:**
  - Oversee the annual ACA reporting process, including data collection, analysis, and submission of required forms.
  - Collaborate with payroll, finance, and other departments to gather necessary data and resolve discrepancies.
- **403(b) Backup & Systems Data Support:**
  - Provide backup support for the administration of the 403(b) retirement plan, including participant enrollment, contributions, distributions, and compliance testing.
  - Assist in the maintenance and management of HR systems and databases, ensuring data accuracy, integrity, and security.
  - Troubleshoot system issues, escalate technical problems as needed, and collaborate with IT or vendors to resolve issues promptly.
- **Compliance and Documentation:**
  - Stay informed about relevant laws, regulations, and deadlines.
  - Develop and maintain documentation, policies, and procedures to ensure compliance with legal and regulatory requirements.
  - Conduct periodic audits and reviews to assess compliance and identify areas for improvement.
- **Other Duties as Assigned.**

**Qualifications:**

- High school degree or equivalent. Post-secondary coursework in Human Resources Management or a related field is preferred.
- Proven experience in HRIS administration, configuration, and support.
- Strong analytical and problem-solving skills, with the ability to troubleshoot technical issues and propose solutions.
- Excellent communication skills, with the ability to translate technical concepts into user-friendly language.
- Proficiency in MS Office Suite.

**Physical Factors Include:**

While performing the duties of this job, the employee is regularly required to sit, use hands, talk, and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.