

Anoka Hennepin Independent School District #11

Position Standard

HRIS Data Analyst

Occupation Code 1076

Labor Relations & Benefits Department

Full Time 260 days/8 hrs/day

Job Summary:

Under the direction of the Human Resources Systems Manager, ensure the integrity and security of human resources data including data extraction, processing, storage, manipulation, and analysis. Provide key technical support and training to department staff. Assist the Human Resources Systems Manager in compiling statistics, analyzing data, and performing the following duties.

Key Responsibilities:

- **Data Management:**
 - Oversee employee data maintenance and utilization on district HRIS and external third-party systems.
 - Assist with managing district employee data systems on district HRIS and external third-party systems including, but not limited to data retrieval/downloads, data manipulation, data analysis/comparison, and uploads to the system.
- **Liaison and Support:**
 - Serve as a liaison for employee data throughout the district.
 - Respond to employee data inquiries for the purpose of providing information to administrative and program personnel.
 - Provide ongoing training and recommendations regarding best data practices to ensure integrity of employee (HR) data systems.
- **Analysis and Reporting:**
 - Research and analyze discrepancies of human resource data for the purpose of documenting activities, provide clear and cohesive management information, provide reference and/or convey information that is utilized for management decisions and reporting requirements.
 - Prepare diverse reports/data mining solutions and/or browses/queries for the purpose of providing self-serve information to administrative and program personnel.
- **Compliance and Coordination:**
 - Prepare and submit mandatory state and federal reporting, (i.e., STAR).
 - Prepare and submit census survey data: (i.e., Bureau of Labor Statistics, United States Census Bureau Public Employment and Payroll Survey).
 - Collaborate and coordinate employee data processing of the District's extended school year/summer enrichment program.
- **Security and Maintenance:**
 - Maintain enterprise system security group membership and approval chart system.
- **Other duties as assigned.**

Qualifications:

- Bachelor's degree in Business, Information Technology, or related field preferred.
- Minimum five years of experience in human resources, data management, or a related field.

- Advanced training in administrative applications of databases and spreadsheets
- Proficient in HR data management software and SQL.
- Knowledgeable in database architecture and legal regulations.
- Capable of complex report writing and mathematical calculations.
- Independent analysis and recommendation abilities.
- Effective communication with diverse audiences.
- Leadership in collaborative projects.
- Adherence to standardized practices with limited supervision.

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.