

**PUEBLO SCHOOL DISTRICT 60**  
**PROFESSIONAL JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Human Resources Manager – HR Information Systems  
**Prepared Date:** 9/1/2019  
**Revised Date:** 9/1/2021  
**Work Year:** 220 days  
**Department:** Human Resources  
**Reports To:** Executive Director of Certified Staff  
**Salary Range:** APT Salary Schedule  
**Benefits:** Fringe Benefits based on Schedule C Benefits  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Human Resources Manager – HR Information Systems is responsible for the ongoing support, coordination, and enhancements to the District’s HR information systems and HR business processes. The manager provides HR source data via different software programs, administers the applicant tracking software, and supports the completion of CDE reports. The manager will interface regularly with teachers, substitutes, school administrators, and staff, run reports, and act as a liaison between HR, IT, payroll, and the application vendor. On occasion, this position will require work from home and contact availability outside the normal work day. The HRIS manager is also responsible for compiling and developing instructional and work calendars.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Any combination of education, training, and/or experience equivalent to: BA Degree in Human Resources, Technology or related field, and three (3) years of experience in software or data
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Experience with Frontline Technologies, Alio, Navigator, and ACA Reporting
- Experience with Colorado Department of Education Data Pipeline Report
- Experience with RANDA – Colorado State Model Performance Management System
- Previous experience in K-12 Education
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Excellent skills in Excel, SQL, data visualization software
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to work cooperatively with others in a diverse educational community
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Protect organization's value by maintaining confidentiality in all aspects of assignments.
- Oversee and manage all systems, data functions, and process solutions for Pueblo School

District #60 human resource management systems.

- Responsible for support of HRIS clients ensuring the ongoing operations, maintenance, and improvement of HRIS systems and the various interfaces to other systems.
- Collaborate with a variety of internal and external customers including schools, Accounting, Budget, Payroll, IT, Employees, and various vendors and business providers.
- Manage HR reporting processes for internal and external customers, including state reporting.
- Develop HR and benefit information reports, statistical analysis, and census data for actuaries, bargaining units, Board, HR, employees, etc.
- Serve as the district resource for the Affordable Care Act (PPACA) and its implications for the district. Monitor the requirements, opportunities, and impacts for the District under ACA through the Navigator system.
- Manage, maintain, support, and monitor the RANDA educator evaluation system.
- Pull data from various databases to satisfy requests from within the district and open record requests.
- Manage, maintain, support, monitor, and evaluate the applicant tracking system.
- Support the completion of the Staff Report and Teacher-Student Data Link for CDE.
- Create and monitor AppliTrack and Central forms and their associated workflows.
- Prepare draft and final copy of all work schedule calendars for all employee groups.

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Human Resources Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)			<b>X</b>		
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		

Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead			<b>X</b>		
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>40 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.