

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Human Resource Services Technology Analyst, CARES Act	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9793	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Human Resources Administrator	CABINET APPROVAL:	07-16-2021

BASIC FUNCTION:

Under direction of the Human Resources Administrator, the Human Resource Services (HRS) Technology Analyst, Coronavirus Aid, Relief, and Economic Security (CARES) Act (2020), will coordinate and perform a variety of highly responsible and professional personnel administration duties to address human resources technology matters related to the onset and continuation of the COVID-19 pandemic. The HRS Technology Analyst will require independent judgment and analysis for the smooth and efficient operation of Human Resource (HR) Services Department and oversee human resources technology projects from pre-inception to successful completion.

The HRS Technology Analyst will perform system analyses of human resources software programs, applications, and HR District web services; determine HR system efficiency and functionality by liaising with internal departments and end-users; ensure end-user proficiency with HR's new systems, programs, and applications across departments; and report and advise HR leadership on the efficiencies and performances of programs, applications, and technology advancements. The HRS Technology Analyst will work with HR leadership, project sponsors, stakeholders, and other participants while planning, organizing, providing communications; manage resources, timelines, and risks to bring about the successful completion of specific project goals and objectives; and understand the purpose and intent of District initiatives and the context within which they are deployed and leverage this knowledge to maximize outcomes and optimize efficiency.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform HR system analyses on software programs, applications, and HR District web services. **E**

Determine HR system efficiency and functionality by liaising with internal departments and end-users; report to HR leadership and obtain approval for system development projects. **E**

Efficiently maintain current and integrated HR new systems, programs, and applications with in collaboration with HR leadership, business operations, and stakeholders; work with HR staff developing and maintaining business processes. **E**

Coordinate with staff assigned to projects to ensure work is completed on time and within budget; ensure that project deliverables are of acceptable quality; and mitigate risks, bringing significant risks to the attention of HR leadership in a timely manner. **E**

Analyze and improve the performance of HR web-based District systems, portals, and support services. **E**

Ensure end-user proficiency with HR's new systems, programs, and applications across District school sites and departments. **E**

Report and advise HR leadership on the efficiencies and performances of programs, applications, and technology advancements. **E**

Provide leadership on project communication ensuring that project sponsor, stakeholders, members, vendors, and other related project staff are kept apprised of status, issues, and near term coordination of tasks and needs to keep the project on track. **E**

Make recommendations and provide advice to HR leadership over interpretation and application of provisions of labor agreements related to technology; ensure District compliance with laws, policies, and labor agreements. **E**

Provide all necessary documentation for the project, including meeting agendas and summaries, communication plans, project plans, action items, and status reports; disseminate project information to appropriate project stakeholders and team members. **E**

Monitor product licenses in collaboration with information services and compliance with IT industry regulations. **E**
Ensuring that computer hardware remains compatible with system enhancements and updates; implement new system advancements. **E**

Work with the business sponsor(s), develop business cases, project charters, Requests for Proposals (RFPs), Requests for Information (RFIs), Requests for Quotations (RFQs), and other materials identifying the scope, purpose, budget, risks, and success criteria for the project, obtaining all necessary approvals. **E**

Organize and compile documents and coordinate activities related to data gathering, report preparation, special project assignments and human resource technologies. **E**

Gather and compile statistics and other data; research a variety of sources to provide reports including applicable legal provisions related to personnel and technology. **E**

Create, maintain, and share project work plan(s), timelines, Gantt charts, process maps, InformedK12 application, business process, website organization and updates, database development, Google documentation application to streamline processes, Hour-Zero system upkeep, complaint database development, and other artifacts which convey key project information such as milestones, tasks, responsibilities, and timeframes for successful completion of the project. **E**

Manage vendors and act as the primary point of contact within HR to ensure completion of project tasks within schedule and budget, including regular communications/meetings, compliance with statement of work, joint vendor project plan, and invoice reviews; brings significant vendor issues and concerns to business sponsor for appropriate resolution. **E**

Identify, recommend, and promote approaches, standards, practices and tools/resources supporting the effective and efficient execution of HR and District projects; provide leadership in all areas of the project including direction, meeting preparation, scheduling and facilitation, developing and adhering to the agenda, provide supporting documentation, and ensuring desired meeting outcomes. **E**

Provide oversight in documentation development and refinement of business requirements, business processes, and training materials. **E**

Research and analyze data utilizing computer database management programs, coordinate the collection and preparation of data through computer-generated reports required by District personnel, or state and federal agencies. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; compose statistical and narrative reports independently; and assemble confidential and sensitive information related to human resource technologies. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Participate in training programs and activities inside the District and with outside agencies, as related to human resource technologies, to maintain current knowledge of human resource laws, court decisions, rules, regulations, and trends affecting both the private and public sector. **E**

Promote and support a culture of collaboration, accountability and active engagement to move the project forward, leverage resources, resolve issues, and reach consensus; support the goals and objectives of the District and the department. **E**

Recognize the importance of acknowledging milestones, successes, and group and individual contributions to ensure the team works in the most effective manner, consistent with the District's code of ethics. **E**

Lead and work with District improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to human resource technologies and the utilization of tools, resources, and services that support the District. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree or an accredited certification in computer science, information technology, business administration, or related field. A minimum of six (6) years of experience in extensive technical business analysis or project management of large-scale business systems solutions, development, implementation, and maintenance. Preferred expertise performing complex projects and business systems in a K-12 environment and experience with various Project Management and Information Technology methodologies and industry-standard benchmarks and practices.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Project Management Professional (PMP) Certification preferred. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	60 Correct WPM
Word.....	95% Overall Score
Excel.....	95% Overall Score

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Sound human resources terminology, policies, practices, and procedures.
- Functions of personnel and contract interpretation.
- Human Resource Services policies.
- Methods and processes of statistical analysis and data reporting.
- Operations, procedures, specific rules, and precedents of the department.
- Presentation, communication, and public speaking techniques.
- Technical aspects of field of specialty.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Interpersonal skills using tact, patience, and courtesy.
- Proficiency with Microsoft Project, Word, Excel, PowerPoint, Visio, and software tools and resources supporting the execution of complex projects.
- Strong knowledge of the utilization and deployment of technology solutions including large-scale database-driven applications such as: enterprise resource (ERP) systems; web-based applications, instructional systems, InformedK12 application, business process, website organization, database development, Google application to streamline processes, Hour-Zero system, and cloud-based software and other applications used to support the instructional mission and operations of a K-12 school district.
- Database systems and data management.
- Computer software applications relevant to educational assessment and research.
- State and federal laws, regulations, and codes dealing with the reporting of educational programs.

ABILITY TO:

- Coordinate and perform the basic function of the position.
- Execute complex projects in a K-12 environment.
- Prepare and maintain statistical and other records and files.
- Compose correspondence and written materials independently.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to human resource technology efforts.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Demonstrate strong verbal, written, and graphical communication skills: interpersonally, in consultative and facilitative roles, and as a presenter.
- Produce reports and recommendations that are evidence-based and compliant.
- Create and maintain strong relationships interdepartmentally to advance the District's mission and ensure positive outcomes.
- Coordinate logistics as well as ability to be flexible and problem-solve.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare reports.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Work in a team environment; organize, coordinate, and oversee team activities.
- Lift light objects according to safety regulations.
- Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouching to retrieve files from cabinets and shelves; hear and speak to exchange information and make presentations; see to monitor various activities and read documents; lift light objects.

SAMPLE HAZARD:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.