



# Park Hill School District

Building Successful Futures • Each Student • Every Day

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## Position Description

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<b>POSITION TITLE:</b>	Human Resource Analyst/Trainer
<b>F.L.S.A.</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent Human Resources
<b>TERMS OF EMPLOYMENT:</b>	Twelve month (261 days) with benefits provided according to Classified Agreement

### QUALIFICATIONS:

- Experience with multi-site, large scale computer system applications
- Knowledge of human resource functions, regulations, and requirements
- Prior experience in staff training and development
- Proficient in data analysis, queries, and Microsoft Excel
- Ability to perform multiple, technical tasks in multiple computer system applications
- Strong attention to detail and high level of accuracy
- Ability to perform mathematical computations accurately and quickly
- Superior customer service skills and ability to work well under pressure
- Ability to work as part of a team between multiple departments
- Effective verbal and written communication skills

### PERFORMANCE RESPONSIBILITIES:

1. Act as a liaison with Payroll, Benefits, Technology, Human Resources, and computer system vendors to ensure the smooth operation of computer system applications.
2. Assist in the implementation and utilization of time and attendance software.
3. Assist in the implementation and utilization of performance evaluation software.
4. Maintain records of tenure and probationary status of certificated staff related to evaluations, evaluation periods of certificated and support staff, and evaluation processes.
5. Activate, implement, monitor, and maintain online safety training for employees.
6. Develop training materials and conduct training sessions for staff in the use of computer software applications.

HR Analyst/Trainer - continued

7. Develop functional reports from user requests.
8. Serve as first point of contact for time and attendance software and performance management software.
9. Assist in the preparation of payroll processes and communicate closely with Payroll and Benefits to ensure accuracy.

**OTHER JOB RESPONSIBILITIES:**

1. Generate reports and respond to requests for data or information from various sources and surveys.
2. Generate reports and respond to requests for information for legal, litigation, or grievance purposes.
3. Work with core data and Department of Elementary and Secondary Education as needed.
4. Maintain high degree of confidentiality.
5. Other duties as assigned.