

Job Title: COORDINATOR, HUMAN RESOURCES INFORMATION SYSTEMS
Report to: Chief Human Resources Officer
Dept/School: Human Resources
Wage/Hour Status: Exempt
Date Revised: July 24, 2023

Primary Purpose

Maintain Skyward database to ensure accurate payroll and budget data for current year and salary negotiations. Administer the collection, integration and/or formatting of the district's business PEIMS data. Ensure the integrity and accuracy of all district financial data reported to Texas and federal education agencies through PEIMS and other ancillary reporting collections

QUALIFICATIONS

Education/Certification

60 Semester college hours or an Associate's degree, preferred
TASBO Certification, preferred

Special Knowledge/Skills

Excellent customer service skills
Strong data analytical abilities and attention to detail
Knowledge of Employee Finance and Human Resources Information Systems (Skyward)
Ability to interpret and implement certification rules, law, policy and procedures
Ability to use personal computer, word processing and current software to develop spreadsheets and databases
Excellent organizational and interpersonal skills
Effective written, verbal and communication skills
Able to manage multiple priorities, meet deadlines, and follow through on work assignments with minimum supervision
Critical thinking skills and an ability to work independently and as part of a team are essential
Ability to exercise discretion, initiative and good judgment

Experience

Three years' experience in the technology or education field, preferably in public education environment
Understanding of data management and office file management
Intermediate to advance proficiency in Excel
Basic understanding of Payroll solutions and processing, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Certification and Licensing

1. Provide guidance to district administrators and the Chief Human Resources Officer in assignment of teachers according to SBEC assignment criteria and ESSA guidelines and other certification related issues.
2. Monitor & maintain certification updates in the Skyward database to maintain compliance with SBEC rules and federal ESSA guidelines to ensure 100% reporting on all core area teachers and instructional aides.

Maintenance of Physical and System Records

3. Ensure all data is updated in the Skyward database and documents are filed correctly in the employee's physical folder.
4. Prepare and distribute the annual Salary and Assignment, Stipend notices for all permanent district personnel.

5. Provide the annual Letters of Reasonable Assurance listing for District Para-Professional, Hourly, Substitute personnel and oversee the distribution and collection.
6. Maintain the accuracy of all employee files.

Payroll and Budgeting

7. Export payroll data to the payroll department for the new approved salary data for the new school year data during budget phase.
8. Initiate, update and maintain all Skyward database tables for Employment Management and Salary Negotiations. (System calendars, salary matrices, benefit tables and general code tables).
9. Initiate, update and maintain all salary and fringe benefit data during the Salary Negotiations phase of the district budgeting process. This includes creating an initial Benchmark file, salary step file and continuing update files for the budget department and Chief Financial Officer (CFO).
10. Serve as a liaison between Payroll, PEIMS and all employees by troubleshooting questions and requests.

Public Education Information Management System (PEIMS)

11. Maintain the PEIMS database on all permanent district personnel throughout school year.
12. Submit Fall Class Roster, Fall PEIMS, TSDS ECDS Kindergarten, Winter Class Roster, TSDS ECDS Pre-Kindergarten, Extended-Year PEIMS Business files.
13. Attend annual PEIMS training at the Education Service Center (ESC) XV and provide all necessary updates to campus personnel.
14. Maintain Skyward and TSDS systems with name changes and new hire data. Inform all required departments of name change.

Skyward

15. Provide training sessions to district personnel on Skyward "Employee Access" on an as needed basis.
16. Attend annual Texas Skyward Users Group Conference on behalf of district.
17. Work with the Skyward and ISCORP programmers and technicians to maximize the effectiveness of the software to enhance the Human Resources Department.

New Teacher Orientation

18. Meet with new hires at New Teacher Orientation to ensure completion of all required documentation needed.

Employment Contracts

19. Prepare, distribute, and collect Professional Staff Renewal/Non-Renewal Recommendation rosters to and from campus leaders for recommendation of staff members with expiring employment contracts.
20. Prepare contract renewal rosters for Board Member approval.
21. Prepare, distribute and collect employment contracts for employees who will have an expiring contract at the end of the current school year.

Substitutes

- 22. Collaborate with the Human Resources Substitute Specialist to ensure efficiency of substitute department.

Employee Benefits

- 23. Collaborate with the Employee Benefits & Support Service Coordinator and other entities to ensure data received regarding employee benefits and deductions are accurate.
- 24. Mass update of employee benefits and deductions when needed.

Other

- 25. Assist with various research and/or special projects or reports.
- 26. Manage file retention, which includes active employees, I9's, termination files, etc.
- 27. Prepare reports, surveys, etc. to comply with requests from Texas Education Agency, Texas Association of School Boards, Texas Association of Administrators, Education Service Centers, U.S. Census Bureau, and others, as requested.
- 28. Maintain and update the Human Resources department link on the district's website.
- 29. Calculate monthly Air Force JROTC M.I.P. (Minimum Instructor Pay).
- 30. Maintain confidentiality of information.
- 31. Attend trainings to maintain current with job requirements.
- 32. Perform other duties as assigned by the Chief Human Resources Officer or designee.

Supervisory Responsibilities

- 33. In the absence of the Chief Human Resources Officer, provide guidance and decision making to department personnel.

EQUIPMENT USED

Computer, scanners, digital cameras, printer, telephone, copier, fax, shredder.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions, maintain control under stress.
Repetitive hand motions and prolonged use of computer.
Ability to determine problems areas and make recommendations for correction.
Ability to work with little to no supervision.
Frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____