

# Human Resources Information System (HRIS) Analyst

## Position Details

Class Code: 4197

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, the purpose of the position is to perform a wide variety of Human Resources (HR) functions in accordance with department procedures and Clark County School District (CCSD) policies and regulations. This position will be responsible for maintaining the HRIS, implementing process improvements, ensuring data quality, and analyzing and reporting on the data in the HRIS. Employees in this classification perform both routine and non-routine duties as dictated by the nature of the assigned task.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Confers with schools/departments to review automation needs and assists in formulating requirements; prepares feasibility studies, evaluations, and project plans to implement approved systems.
2. Responsible for maintaining and updating systems by keeping systems up to date.
3. Evaluates HR systems to identify points of improvement.
4. Implements process improvements and policy changes designed to improve efficiency and the user experience with the system.
5. Manages HR software implementation projects.

6. Tracks project status and reviews work in progress to assure conformance to plans and programming standards.
7. Serves as a system administrator for HR systems and applications.
8. Partners with internal stakeholders to develop technology solutions that help to streamline and automate new HR processes.
9. Performs root-cause analysis in identification and resolution of complex problems with business of HR-related software systems which may result in software modifications and/or vendor support tickets.
10. Collaborates with HR, Finance, and Information Technology (IT) to maintain and improve the HRIS, including configuration, end-user access, security, and system efficiency.
11. Supports critical system maintenance and operational tasks within the HRIS.
12. Communicates with project managers and HR administrators when projections indicate that implementation is behind schedule and/or approaching budget limits prior to completions.
13. Collects, compiles, and manages HR metrics and data from a variety of sources including the HRIS, external databases, employee surveys, exit interviews, employment records, and other sources.
14. Initiates data queries and prepares reports and other correspondences to identify trends such as teacher transfers, evaluation ratings, etc.
15. Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.
16. Analyzes and identifies opportunities for improved performance levels throughout CCSD through proactive research and analysis of pertinent, extensive HR data.
17. Prepares reports of data results, presenting and explaining findings to senior leadership.
18. Identifies and recommends reasonable short and long-term goals, milestones, and benchmarks for key performance metrics.
19. Based on metrics and analysis, makes recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, to motivate and retain employees, to address staffing issues, and to maintain legal compliance.
20. Provides technical support to HR Division (HRD) departments and schools through timely and ongoing communication of trends.
21. Assists with managing the day-to-day operations for all HR information systems, services, and applications.
22. Programs custom functions and documentation such as automated queries, filters, macros, and reports.

23. Conducts research, prepares and responds to miscellaneous surveys and requests for information.
  24. Develops, manages and distributes complex data report requests with accuracy.
  25. Compiles and projects data to forecast reports using business intelligence tools to help drive HR strategies.
  26. Performs statistical calculations, delivers a range of analysis activities (data extraction, synthesis of data, etc.), interprets trends and patterns, and prepares and disseminates reports.
  27. Maintains and manages internal database files, tables, codes, backup files, integrity and security.
  28. Facilitates implementation of new training, development, recruiting, and other related initiatives.
  29. Provides technical support, troubleshooting, and guidance to internal and external customers.
  30. Implements HR's vision of continuous improvement of processes and procedures throughout the division and CCSD.
  31. Ensures compliance with all federal, state, and CCSD regulations.
  32. Researches, analyzes, prepares and presents reports of data results representing HR operations, explaining findings to HR administrators.
  33. Participates in needs analysis, product evaluation, selection, customization, testing, implementation, and support.
  34. Works with all levels of management as needed for consulting on data, reporting or planning needs.
  35. Ensures security, end-user access, and data integrity across all HR platforms.
  36. Serves as a subject matter expert for the systems used in the organization and HR related data and other metrics as requested.
  37. Creates and develops automated reporting templates for HR data reporting.
  38. Ensures compliance with data privacy regulations and best practices.
  39. May assist HR leadership with staffing, recruiting, and departmental budgets.
  40. Performs various data administration tasks and analyses.
  41. Assists various HR related projects and processes.
  42. Conforms to safety standards, as prescribed.
  43. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves complex, responsible clerical/technical duties requiring substantial judgment and analytical ability.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of applicable federal, state, and local statutes and laws related to assigned area.
2. Knowledge of computer applications.
3. Knowledge of and ability to create data visualizations using a commercial toolset or a scripting language.
4. Ability to translate end-user functional needs into clear problem definitions and solutions.
5. Ability to provide support to end-users by phone, e-mail, and face-to-face in small group settings.
6. Ability to maintain knowledge of current technology and new computer user applications.
7. Ability to ascertain data content is accurate, correct, and verifiable to the greatest degree possible.
8. Ability to effectively communicate verbally and in writing with persons of diverse cultural, education, and economic backgrounds.
9. Ability to collect data, analyze objectively, and prepare sound recommendations and reports.
10. Ability to work on teams with other coordinators, analysts, database administrators, and other CCSD personnel.
11. Knowledgeable of common databases, spreadsheets, word processing, and enterprise business system programs.
12. Ability to learn and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
13. Ability to plan, organize, and prioritize work to meet schedules and deadlines.
14. Ability to communicate clearly and concisely, verbally and in writing.
15. Ability to concentrate on the accuracy of detailed information.
16. Ability to maintain confidentiality of information.
17. Ability to translate business objectives and user needs into clearly written technical requirements
18. Ability to exercise judgment, when to act independently, and when to refer situations to an administrator.
19. Ability to work cooperatively with employees, applicants, the public, and other agencies.
20. Ability to recognize and report hazards and apply safe work methods.
21. Ability to operate basic office equipment (computer terminals, printers, copiers, telephone systems, fax machines, etc.)

22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Associate's degree and two (2) years of related experience in decision making management experience with extensive public contacts, which includes supervision of projects and/or staff, organization, and/or coordination of complex records, confidential records, data processing/analysis, or systems application; or,  
Four (4) years of related experience in decision making management experience with extensive public contacts, which includes supervision of projects and/or staff, organization, and/or coordination of complex records, confidential records, data processing/analysis, or systems application.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

### **Preferred Qualifications**

1. Knowledge of and experience with large educational systems/entities.
  2. Knowledge of and experience with public sector/government related business technologies.
  3. Lean Six Sigma Certification.
  4. Experience working with Human Resources.
  5. Ability to develop interactive reports using Tableau or other related applications.
  6. Ability to develop flow diagrams using Microsoft Visio or other related applications.
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## Document(s) Required at Time of Application

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
  2. College transcript(s) from an accredited college or university.
  3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD Human Resources Division (HRD) – travel to schools and other department offices.

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## Work Environment

### Strength

Sedentary/light - exert force up to 25 lbs., occasionally/frequently/constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, typewriters, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Created: 10/31/23