

LAKEVILLE AREA SCHOOLS

POSITION DESCRIPTION

POSITION TITLE: HRIS and Data Specialist

DEPARTMENT / BUILDING: Human Resources / District Office

TITLE OF IMMEDIATE SUPERVISOR: Executive Director of Administrative Services

BARGAINING UNIT: Non-Affiliated

POSITION SUMMARY: The HRIS and Data Specialist provides support to the Executive Director of Administrative Services, District Leadership, and the Human Resources Department relevant to HRIS and HR data to create and sustain a comprehensive, coordinated, and responsive Human Resources Department that addresses and delivers a wide variety of services in support of the District Strategic Plan. The position specializes in the integration and implementation of department systems and systems training, with the primary objective being continuous improvement and systems development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Manage the HRIS system and protocols and procedures to ensure successful functioning and optimization of the system, including HR/Benefits and Payroll coordination and alignment, with a focus on continuous improvement.
2. Assists in the preparation of state/federal mandated compliance reports in matters pertaining to human resources (e.g., Pay Equity, STAR, CRDC).
3. Assist in benefits data flow and accuracy as it relates to accurate payroll deductions.
4. Manage, integrate, and implement data systems for a more efficient department, workflow, and onboarding process.
5. Responsible for systems training for relevant staff members.
6. Manage and coordinate HR-related data requests.
8. Other duties as assigned.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. Bachelor's Degree in HR, Business or a related field.
2. 3+ years of experience in Human Resources (school district experience preferred but not required).
3. Superior computer and technology skills.

4. Demonstrated ability to think strategically and develop plans to accomplish systemic goals.
5. Demonstrated ability to work independently with self-direction.
6. Excellent organization and time management skills.
7. Ability to effectively communicate and collaborate with employees and other stakeholders.
8. Ability to research and gather information from a variety of sources.
9. Strong interpersonal skills.
10. Excellent writing and verbal skills.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			

Stoop/kneel/crouch or crawl		X		
Talk, see and hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			

More than 100 pounds	X			
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DATE: 4/8/2025