



Pittsburgh
Public Schools

EXCELLENCE
FOR ALL

The Pathway to the Promise.™

Pittsburgh Public Schools

**We Dream Big.
We Work Hard.
We Promise.**

**HRIS Analyst
Office of Talent Management
1 Position Available**

HRIS Analyst

Office of Talent Management

Reports to: HRIS Supervisor

Department: Office of Talent Management

Posting Date: October 5, 2009 – Until Filled

Residency: City of Pittsburgh Residency Required

Salary Plan: Support Non-Exempt Salary Schedule, Level 13 (\$48,542-\$56,682)

FLSA Status: Non-Exempt

Work Year: 12 Months

Position Summary:

The HRIS Analyst is responsible for assisting in the support and maintenance of the Human Resource Management System (HRMS). This position serves as a technical point of contact for the assigned functional area and assists subject matter experts with ensuring data integrity, testing of system changes, report creation and analyzing data flows for process improvement opportunities.

Qualifications:

Candidates must be enthusiastic about the fundamental goal of advancing student achievement in an urban public school district. We are a hard working team focused on results and expect the pursuit of excellence in all aspects of the organization. In addition, we are seeking candidates with:

- Experience with an HRMS as PeopleSoft, Lawson or ADP EV2.
- Experience in the design, development and use of databases such as MS Excel.
- Experience with project related activities through active participation in system-related projects.
- The ability to stay organized and prioritize multiple tasks without compromising quality or service.
- Ability to make informed decisions, and to determine and produce appropriate metrics for the work.
- Commitment to using technology solutions and continuous improvement of processes.
- Strong customer service focus required.
- Bachelor's degree preferred with at least one year experience as HRIS or HR specialist experience or equivalent experience of at least 5 years experience in lieu of Bachelor's Degree.

Essential Responsibilities:

1. Develops and maintains cross functional knowledge of all HR systems for human resource related data
2. Manages HRMS data entry for the human resource function
3. Recommends and implements process/customer service improvements
4. Assists in running reports to meet management requests and needs for human resource related information to various levels
5. Helps maintain data integrity in systems by running queries and analyzing data
6. Assists in the review, testing and implementation of HRMS system upgrades as necessary
7. Additional duties and responsibilities as assigned by the HRIS Supervisor

Work Environment:

Employees of the Pittsburgh Public Schools engage in the extremely important and fulfilling job of educating students in the City of Pittsburgh. Employees must believe in, value and be committed to the educability of all; must promote the school and district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in a high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position.

- Work in close collaboration with staff at multiple sites and multiple disciplines
- Frequently required to work at fast pace
- Comfort with ambiguity
- Requires considerable concentration and creativity
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load.

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Application Instructions:

All interested applicants must apply and attach an updated resume via the Pittsburgh Public Schools Application Process by the Posting closing date in order to be considered for a position with the Pittsburgh Public School. Please click on the appropriate link below to apply.

Current PPS Employees, please apply using the link below:

<https://apply.pps.k12.pa.us/internal>

Outside Applicants (External), please apply using the link below:

<https://apply.pps.k12.pa.us/external>

Other Information:

Certain transfers and promotions, pursuant to state legislation, may require an employee or interested applicant to obtain an Act 151 Clearance at a cost of \$10, an Act 34 State Criminal Clearance at a cost of \$10, and an Act 116 FBI Clearance at a cost of \$36 paid for by the interested applicant or employee. Negative reports will be reviewed on a case by case basis and appropriate action will be taken.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities. For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516; Fax (412) 622-7968

More about the Pittsburgh Public Schools and our vision of *Excellence for All*

At PPS, we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work.

At the Pittsburgh Public Schools and are working hard everyday on behalf of the many children that we are privileged to serve. For the past three years, we have improved student achievement through the deliberate sequencing of strategies, commonly referred to as *Excellence for All*. In July 2009, Pittsburgh Public Schools became the largest school district in Pennsylvania ever to achieve the national standard for improvement: Adequate Yearly Progress (AYP).

But our ambitions are much higher, for we know that today more than ever, education defines life opportunity. The completion of not just high school, but *education beyond high school* is new standard of attainment for every student.

As a community, we have united around this goal to create game-changing conditions to promote success. The launch of *The Pittsburgh Promise* in 2008 is one example. With \$135 million in commitments already made to *The Pittsburgh Promise*, our community has eliminated money as an obstacle to higher education for at least a generation of students in the Pittsburgh Public Schools.

As the next building block in *Excellence for All*, we have developed a plan to support and empower effective teachers. Our planning has been done in collaboration with the leadership of the Pittsburgh Federation of Teachers (PFT). The plan, entitled *Empowering Effective Teachers in the Pittsburgh Public Schools*, is available at www.empoweringpittsburghteachers.com.

This is an exciting time to be a part of a great organization at the forefront of innovation in urban public education. Access to a high quality of education for all children in America is an issue of social justice. We are seeking talented individuals to join this vastly important and rewarding work.