COLUMBUS CITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER

JOB VACANCY

TITLE: **Human Resources Manager – HRIS, Data and Projects**
JOB STATUS: **Administrator (Supervisor B 260) FLSA Exempt**
REPORTS TO: **Senior Executive Director of Human Resources**
DEPARTMENT: **Human Resources**
MINIMUM SALARY: **$ 95,123**

SUMMARY: This key HR position is responsible for managing and maintaining all of the Columbus City School's human resources personnel data and the systems that house and process the data in an efficient, up-to-date, accurate and secure manner. The Manager is also responsible for leading continuous improvement efforts on all HR workflow and business processes, increasing the effectiveness of HR services to customers throughout the organization, supervising a team of HRIS professional, and managing projects as assigned.

ESSENTIAL DUTIES:
1. Develops, manages and/or oversees the collection and storage of all HR data, files and/or forms including but not limited to personnel files, electronic data and other electronic files.
2. Explores and develops automated solutions and business process improvements for the delivery of HR services and programs.
3. Serves as a key liaison with district departments, outside vendors and all other stakeholders to facilitate the implementation of process improvements and/or selection/design of any new HR technological application.
4. Designs, implements and/or oversees HRIS processes with an emphasis on MUNIS, NEOGOV and Teacher Match or related applicant tracking products.
5. Develops effective reporting and analysis of HR data and presents these reports to senior management.
6. Develops, manages and/or oversees auditing and other processes to ensure the accuracy and integrity of HR data.
7. Evaluates training needs associated with work flow process improvements or new technological implementations and develops training programs as appropriate.
8. Keeps pace with new technologies and HR trends in order to influence the ongoing strategic technical direction of HR.
9. Oversees the management, accuracy and security of all electronic data as well as hard copy files and compliance to records-retention policies and all applicable laws.
10. Supervises division staff including workload distribution, vacation approval and performance evaluations; and provides staff with developmental and professional growth opportunities.
11. Manages assigned projects and effectively communicates with and leads cross-functional teams to completion of projects.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:
Bachelor's degree in Information Technology, Human Resources or related field.
Five (5) or more years of progressively responsible HRIS or related HR experience including emphasis on design, development and/or management of HRIS data systems.
Two (2) years supervisory experience.

PREFERRED QUALIFICATIONS:

- Strong knowledge of the objectives, methods, systems and applications of Human Resource Information systems with emphasis on MUNIS, NEOGOV, TeacherMatch or other related applicant tracking programs.
- Strong knowledge of project management strategies and methodologies.
- Evidence of effective utilization of process improvement strategies and methodologies.
- Demonstrated success in leading continuous process improvement efforts.
- Strong oral, presentation and written communications skills.
- Ability to review, analyze and evaluate data objectively and make appropriate recommendations.
- Strong interpersonal skills and ability to develop and maintain cooperative relationships within and across departmental units.

The qualifications listed above are intended to represent the education, experience, skill, and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual, absolute standards but considered in the aggregate with other position related criteria.

TIMETABLE:

First review of applications will occur on or before November 15, 2018. Position will remain posted until filled.

DIRECTIONS FOR APPLYING:

Applicants should complete an electronic application at www.governmentjobs.com/careers/ccsoh and upload the following: (1) Cover letter (2) Resume including experience, qualifications, and email address (3) Three professional references.