

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Human Resource Services Technology Analyst, CARES Act	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9793	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Human Resources Administrator	CABINET APPROVAL:	07-16-2021

BASIC INFORMATION:

Under direction of the Human Resources Administrator, the Human Resource Services (HRS) Technology Analyst, Coronavirus Aid, Relief, and Economic Security (CARES) Act (2020), will coordinate and perform a variety of highly responsible and professional personnel administration duties to address hF2 11.04 37.9resces-23(t)-3(e)(chnb)11(1)-4(og

Coordinate with staff assigned to projects to ensure work is completed on time and within budget; ensure that project

Provide oversight in documentation development and refinement of business requirements, business processes, and training materials. **E**

Research and analyze data utilizing computer database management programs, coordinate the collection and preparation of data through computer-generated reports required by District personnel, or state and federal agencies. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; compose statistical and narrative reports independently; and assemble confidential and sensitive information related to human resource technologies. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Participate in training programs and activities inside the District and with outside agencies, as related to human resource technologies, to maintain current knowledge of human resource laws, court decisions, rules, regulations, and trends affecting both the private and public sector. **E**

Promote and support a culture of collaboration, accountability and active engagement to move the project forward, leverage resources, resolve issues, and reach consensus; support the goals and objectives of the District and the department. **E**

Recognize the importance of acknowledging milestones, successes, and group and individual contributions to ensure the team works in the most effective manner, consistent with the District's code of ethics. **E**

Lead and work with District improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to human resource technologies and the utilization of tools, resources, and services that support the District. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree or an accredited certification in computer science, information technology, business administration, or related field. A minimum of six (6) years of experience in extensive technical business analysis or project management of large-scale business systems solutions, development, implementation, and maintenance. Preferred expertise performing complex projects and business systems in a K-12 environment and experience with various Project Management and Information Technology methodologies and industry-standard benchmarks and practices.

LICENSES AND OTHER REQUIREMENTS:

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Sound human resources terminology, policies, practices, and procedures.

Functions of personnel and contract interpretation.

Human Resource Services policies.

Methods and processes of statistical analysis and data reporting.

Operations, procedures, specific rules, and precedents of the department.

Presentation, communication, and public speaking techniques.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Operation of a computer, related software, and standard office equipment.

Paperless electronic filing systems.

Research methods, and report writing and recordkeeping techniques.

Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.

Interpersonal skills using tact, patience, and courtesy.

Proficiency with Microsoft Project, Word, Excel, PowerPoint, Visio, and software tools and resources supporting the execution of complex projects.

Strong knowledge of the utilization and deployment of technology solutions including large-scale database-driven applications such as: enterprise resource (ERP) systems; web-based applications, instructional systems, InformedK12 application, business process, website organization, database development, Google application to streamline processes, Hour-Zero system, and cloud-based software and other applications used to support the instructional mission and operations of a K-12 school.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouching to retrieve files from cabinets and shelves; hear and speak to exchange information and make presentations; see to monitor various activities and read documents; lift light objects.

SAMPLE HAZARD:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.