

## Job Description

**Job Title:** Human Resources Information System Analyst

**Position Code:** MN53

**Job Classification:** Non-Exempt

**Supervisor:** Director of Human Resources

**Pay Grade:** 34

**Contract Length:** 245 Days

### **Job Summary**

Position will work with the district's Human Resources Information Systems. This position will assist with smooth operation of the HRIS, maintain accurate employee data, ensure confidentiality of data, and provide technical support to HR and other NNPS staff. Position will work collaboratively with HRIS Coordinator and Technology personnel.

### **Essential Duties**

1. Support regular data audits by reviewing records, flagging discrepancies, and assisting in maintaining data integrity.
2. Provide technical support and assist with training HR users to effectively navigate and utilize the HRIS.
3. Assist with HRIS training programs to ensure users are proficient in system functionalities and best practices.
4. Ensure compliance with data protection regulations and maintain data security and confidentiality standards within the HRIS.
5. Collaborate with HR stakeholders to understand system requirements and collaborate with the HRIS Coordinator to determine solutions to meet their needs.
6. Collaborate with HRIS Coordinator to streamline HR processes and ensure data quality across various systems.
7. Participate in HR projects related to system implementations, process improvements, and automation initiatives.
8. Serve as a point of contact for HRIS-related inquiries and provide timely resolution or escalate issues as necessary.
9. Provides answers to routine HRIS inquiries questions.
10. Responsible for data processing and maintenance of human resources supplemental databases.
11. Serves as backup for front desk coverage.
12. Provides clerical support to the HRIS Coordinator or other staff members as needed.
13. Schedules appointments and meetings as needed.
14. Maintains a high level of confidentiality.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs other duties as assigned by the Coordinator, Supervisor or appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)**

Must possess a Bachelor's degree in Human Resources, Business Administration, or a related field or any equivalent combination of experience, training and education. Knowledge and experience of human resource functions is strongly desired. Must understand HRIS processes and data management principles, as well as understand HRIS functionalities, data structures, and system configurations. Must possess knowledge of standard office practices, procedures, customer service skills, data entry and clerical techniques. Must possess a demonstrated record of

success in dealing with the public/employees and handling sensitive issues. Must be proficient in Microsoft Word, Access, and Excel. Previous MUNIS experience preferred. Must possess the ability to handle a considerable amount of detail and successfully complete multiple, simultaneous tasks in a fast-paced environment. Must possess excellent communication skills necessary to positively interact with visitors, administration and employees. Ability to advance with changing technology as it becomes available.

**Working Conditions and Physical Demands**

Duties are performed in an office environment. Must be able to sit for long periods. Work involves physical effort encountered in normal, everyday office activities. While performing the duties of this job, the employee is occasionally required to carry light items and pull boxes weighing up to 25 pounds; and bend, stoop, or reach to setup materials. The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Supervision Exercised:** None

**Supervision Received:** Director of Human Resources

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Human Resources Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Human Resources or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

4/2026 JSA