

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY**

JOB DESCRIPTION

Central Administration

Non-Certified

TITLE: Talent Development Information Specialists

QUALIFICATIONS:

1. Bachelor's degree in Business Administration, Management Information Systems, or related field required
2. Minimum of three (3) years' experience managing and analyzing data, computer support services, or computer software program, i.e. Frontline platform preferred.
3. Excellent organizational and time management skills;
4. High attention to detail and accuracy;
5. Extensive knowledge of data research, preparation and presentation, developing protocols and procedures;
6. Strong project management skills;
7. Superior written and verbal communication skills using proper grammar and vocabulary.
8. Ability to manage multiple projects and meet deadlines
9. Proficient in Microsoft Office, especially Excel, Google Suite, and Frontline preferred
10. Exhibit a personality that demonstrates respect for other, and positive interpersonal skills to relate well with others, and that will support foster a positive school district culture;
11. High level of integrity and ethics
12. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
13. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Designated Administrator/ Talent Development Officer

JOB GOAL: The Talent Development Information Specialist will oversee the management and productivity of the Human Resources database programs. Administer the data processing function for the Human Resources Department, including entering, maintaining, auditing, and processing sensitive Human Resource Information System (HRIS) data. The specialist will maximize the technological capabilities to reduce manual processes and general maintenance of the assigned department and will ensure the quality of the data produced.

PERFORMANCE RESPONSIBILITIES:

1. Maintains Human Resources Information System (HRIS) database and confidential employee files. Monitor overall data integrity and the department's records. Follow up to obtain missing or additional data;
2. Organize, audit, cleanse, and maintain Human Resource data and software programs;
3. Ensure the timely implementation of database updates to ensure accurate reporting;
4. Streamline HR processes and help manage HR systems;
5. Lead projects to identify and correct HR processes to ensure quality data;
6. Provide technical support and training for the proper use of HR software programs.
7. Assist with access to online forms, portal, and communication throughout the district;

TALENT DEVELOPMENT INFORMATION SPECIALIST (CONTINUED)

8. Provide routine and requested reports as required
9. Ensure data access authorizations in accordance with privacy controls
10. Develop requirements documentation and conduct analysis of HR data access system change requests
11. Maintains a high level of confidentiality as required and appropriate to FERPA and HIPPA laws and District policies
12. Ensure the smooth running of HR data and programs through cleansing, supervision, auditing, maintenance
13. Assist in the management of HR systems and databases through regular maintenance and improvements
14. Manage accurate personnel files with a high level of discretion
15. Demonstrate professionalism, representing the District's vision and mission throughout
16. Oversee HR data manipulation and reporting
17. Work as a team member with central and school staff, helping and supporting schools to understand data – analysis and provide accurate reports to the HR department, central, superintendent, and schools accordingly
18. Oversees project and/or department data, ensuring it meets predetermined contractual or policy requirements.
19. Serves as the point person for data-related tasks on an assigned project.
20. Review prepared data to ensure it is adequate and accurate before submission of state and federal reports
21. Manages the development of program data and ensures that established schedules and budgets are met.
22. Performs other related duties as assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Lift up to 15 pounds at times.
4. Speak and hear.
5. Use close vision, color vision, peripheral vision, and depth perception, along with the ability to focus vision.
6. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable form of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

1. The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.
2. Exposure to a variety of childhood and adult diseases and illnesses.
3. Occasional exposure to a variety of weather conditions.
4. Exposure to heated/air conditioned and ventilated facilities.
5. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
6. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the Board of Education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: December 12, 2023

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 - Criminal history record

TALENT DEVELOPMENT INFORMATION SPECIALIST (CONTINUED)

<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.</u>	