Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 10/9/2024

HRMS Analyst

Pay Scale: B
Level: 11
FLSA Status: Exempt
Job Family: Information Technology
Primary Location: Administration Building

Department Overview
The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Title IX, Equity & Compliance, Employee Benefits and Leave & Disability.

Job Overview
The HRMS Analyst is responsible for record maintenance in the HRMS and other related systems. The employee provides customer service to employees and participates in the administration of new hire sessions and job fairs.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ, and other work may be assigned when deemed appropriate.

- Inputs, maintains, and verifies data in human resource data system(s) using established protocol
- Plans, organizes, administers new hire sessions to collect hire documents (such as I-9s, W-4s, etc.)
- Participates in job fairs or other Human Resources and Talent Development (HRTD) department events on evenings or weekends as needed
- Meets with management to discuss and clarify requests for projects, highlight issues, and make recommendations to address issues and priorities; recommends changes and improvements to enhance department business operations
- Ensures compliance with data privacy and protection guidelines
- Handles special projects as assigned
- Provides quality customer service to employees

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED; Bachelor's Degree

Experience
Two (2) years of experience in Human Resources environment, data entry, and customer service

Licenses and Certifications

Knowledge, Skills and Abilities

- Has working knowledge of the theory, principles, practices, and techniques of management information systems and database software including file creation and maintenance
- Knowledge of standard office practices and procedures; knowledge of MS Office Software to include working knowledge of MS Excel
- Ability to maintain an HRMS database (Oracle EBS preferred), perform office work quickly and efficiently while maintaining accuracy; plan, organize, and prioritize work effectively; communicate effectively; work cooperatively with others; work under pressure with frequent interruptions
- Exercise the highest level of discretion in the handling of confidential personnel information and business matters

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more

than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.