Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 5/1/2026

Coordinator, HRTD (Analytics)

Pay Scale: B
Level: 18
FLSA Status: Exempt
Job Family: Human Resources
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, Equity & Compliance, Title IX, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The Coordinator supports department and division planning, initiatives, and operational needs by leveraging and transforming human resources (HR) data to inform HR strategy; and support fact-based and data-informed decisions regarding programs, operations, and services. The Coordinator provides key support to the Chief Human Resources Officer (CHRO) as well as support across all HR functions, performing professional and technical activities in the collection, review, analysis, and interpretation of data; and identifying and interpreting meaningful data patterns, trends, anomalies, and correlations. The Coordinator designs and develops dashboards and data visualizations to inform leadership and support decision-making on HR issues; designs, tests, and implements data-related systems; consults with leadership in the interpretation and utilization of data to support continuous improvement and define and measure indicators and outcomes; and prepares quantitative and qualitative reports to frame and address key HR management issues.

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.

- Supports HR leadership in interpreting and applying data for insight and decision-making regarding services, programs, and strategic direction
- Consults with HR leadership and staff on data collection and analysis needs
- Designs and develops tools and systems for measurement and assessment of programmatic and operational performance
- Prepares a wide variety of data-related materials (i.e. reports, analyses, documents, graphics, web pages, presentations) for the CHRO, Superintendent and a range of stakeholders and audiences
- Conducts research and makes recommendations regarding human, physical and technological resources requirements for HR data analytics needs
- Creates custom dashboards for leaders and decision-makers using data visualization tools and software

- Utilizes automated and manual processes to identify, extract, aggregate, and scrub data for reporting, analysis, presentations, infographics, dashboarding, etc.
- Participates in department and division-wide data governance and data quality initiatives
- Correlates and integrates data across HR functions; and collaborates with HR leadership and staff to understand and address specific and broad reporting and analytics needs
- Liaises with other departments to meet data-related needs that may exceed department resources; and collaborates on interdepartmental or division-wide data-related efforts

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

Education
Bachelor's Degree in Human Resources Management, Management Information Systems, Business or related field

Experience
Five (5) years of experience in HR analytics, HR information systems, business analysis, data analysis, and/or database administration

Knowledge, Skills and Abilities
- Knowledge of the principles, methods, issues and best practices of data analysis
- Knowledge of data analysis, querying and reporting technology and tools
- Advanced knowledge of Microsoft Office Excel and PowerPoint applications
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships
- Ability to aggregate and integrate data and information from multiple sources
- Ability to work effectively under tight time constraints in emerging environments
- Ability to present and explain complex and/or technical information, concepts, or issues in a nontechnical manner
- Ability to interpret and express business requirements, needs, questions and answers through varied methods such as visualizations, presentations, dashboards, reports and infographics
- Ability to identify, organize, clean and manage data through manual and automated means

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 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.