



Senior Human Resources Records & Data Analyst

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OVERVIEW

Reporting to the Principal of Human Resource Services, or designate, the Senior Human Resources Records & Data Analyst provides procedural guidance and audits and analyzes employment information for all District employees. The incumbent will process a variety of forms, reports, and correspondence and will access, analyze, input and revise data in the computerized Human Resources system (PRM). Working with confidential matters, the incumbent provides guidance and support to the assigned Human Resources Records Specialists.

POSITION DESCRIPTION Senior HR Records & Data Analyst

HRAA - 1

Oversees and audits all transactions and work done by the Human Resources Records Specialists for all employee groups and will ensure all details are accurate and complete.

HRAA- 2

Audits all calculations, inputs, such as leaves, leave replacements, increments, probation periods, absences etc. to ensure accuracy and meet established department and payroll deadlines.

HRAA - 3

Enters and maintains new hiring information, assignments and leaves for all Exempt, Administrators, Allied Specialist and Term Contract employees.

HRAA - 4

Answers a variety of (internal and external) inquiries regarding routine Human Resources matters, providing guidance on human resources processes and procedures, basic collective agreement interpretation and other Human Resources information.

HRAA - 5

Reviews and calculates teaching experience for salary placement, porting of experience, porting of sick, porting of seniority, salary grid adjustments and annual increments for ASA, Administrators and Exempt. Maintain leave management web documents and semiannual increments for teachers.

HRAA - 6

Maintains accuracy of Human Resources electronic and hard copy files by auditing information, verifying data input from the department, Financial Services and the schools; and makes corrections as needed.

HRAA - 7

Maintains scanning and filing of all documents produced by this position. Requests terminated files offsite (Access).

HRAA - 8

Updates salary increases for all position in the Exempt, Administrators, Teachers, Allied Specialist and the Term Contract employees in the Human Resources data base.

HRAA - 9

Creates Employment Verification Letters as requested by Exempt, Administrators, Allied Specialist and the Term Contract employees Exempt.

HRAA - 10

Assists with all aspects of the annual Staffing Process:

- Review and approved all completed forms from financial services (i.e.: 947 Staffing Budget Form, Educational Staffing Budget Form, etc.)
- Reviewing and processing excess to needs, layoffs and/or involuntary reductions, etc.

HRAA - 11

Assists with special projects within the Department.

HRAA - 12

Lifts and moves office supplies and file boxes up to 18 kg (40 lbs.) on an occasional basis.

HRAA - 13

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by the job description.

QUALIFICATIONS
Senior HR Records & Data Analyst

EDUCATION	<i>TECHNICAL REQUIREMENTS</i> Grade 12 or equivalent and, Completion of a one (1) year post-secondary Human Resources or business administration or, Equivalent combination of education and experience
EXPERIENCE	<i>TECHNICAL REQUIREMENTS</i> Two (2) years specific experience in Human Resources Experience identifying systemic errors and making corrections as needed Extensive experience word processing, using spreadsheets, and database management systems Experience working in a union environment; and Experience in records management
KNOWLEDGE	<i>TECHNICAL REQUIREMENTS</i> Knowledge of human resources practices and procedures Intermediate knowledge of Excel Knowledge of related District policies, procedures and regulations

	<p><i>JOB SPECIFIC REQUIREMENTS (when required)</i></p> <p>Broad knowledge of the school system and its staffing needs</p> <p>Broad knowledge of PRM, AMS and all Collective Agreements</p>
<p>SKILLS AND ABILITIES</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Keyboarding skills at 50 W.P.M. or data entry equivalency</p> <p>Ability to interpret and apply policy, procedures and collective agreement clauses</p> <p>Ability to perform job related math calculations</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to maintain a high level of confidentiality/sensitivity of information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in an appropriate manner</p> <p>Ability to display initiative</p> <p>Ability to build and develop team approaches to problem solving where individual skills and abilities are pooled to address and resolve issues that individuals could not solve on their own</p> <p>Ability to document, summarize and interpret information</p> <p>Persuasive diplomacy</p> <p>Flexibility</p> <p>Patience</p> <p>Ability to work with minimal direction and/or supervision</p>

	<p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to monitor accuracy and work by auditing</p> <p>Ability to organize and prioritize work is necessary</p> <p>Ability to give advice, guidance, instructions and directions</p> <p>Ability to problem solve when either recommending, discussing to clarify information or negotiating matters with others</p> <p>Ability to document, summarize and interpret information</p> <p>Ability to pay close attention to detail</p> <p>Ability to manage time appropriately</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Operates in an environment with constant interruptions and changing priorities and regularly works with confidential information</p> <p>Sufficient vision, hearing and dexterity to perform related job duties</p> <p>Able to lift up to 18 kg (40 lbs) and operate related equipment</p> <p>Able to perform related physical and mental activities</p>

Reviewed: June 2019