

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: PERSONNEL SYSTEMS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director of Personnel Services, develop, implement and oversee the Personnel department information systems and other specialized computer systems and services; coordinate projects related to personnel service administrative technology functions; serve as a liaison with a variety of District departments and outside agencies related to the development of personnel systems; perform specialized and technical duties in support of the department Local Area Network (LAN) system; install, maintain and repair computer hardware and software to assure the smooth computer operations of an assigned Department.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Develop, implement and oversee the personnel information systems (HRIS) and other specialized computer systems and services; maintain network system security, servers and databases; troubleshoot, diagnose and resolve system malfunctions and problems.

Develop conversion rules for data transfer to new technology-based systems and data bases; implement back up and recovery procedures for personnel services files; provide technical support, training and assistance to users in the proper operation of assigned systems.

Coordinate projects related to personnel administrative technology functions; communicate with a variety of vendors and consultants and oversee technology-related contracts; evaluate the impact of new or changed applications and electronic forms design; assist with conversion of existing applications to new or revised data base information.

Serve as a technical resource to system users; recommend departmental software acquisitions; respond to inquiries and provide information to users concerning system operations, configurations, malfunctions, upgrades and related software.

Perform specialized and technical duties in support of the personnel LAN system; maintain network system security, servers, accounts, passwords, e-mail accounts, Internet connectivity, back-ups, domains and workgroups, intranet, and designated programs and systems.

Evaluate existing systems and procedures; provide technical advice and recommendations for changes and improvements utilizing technology resources; consult with personnel services staff to define user needs, reporting requirements and problems; advise staff on new forms, records and reports; develop applications to be used with existing or new programs.

Develop and maintain web pages to support administrative personnel service functions for the District web site.

Input data into an assigned computer system and generate a variety of mandated and requested computerized reports; initiate queries, compile information, process reports and manipulate data as appropriate; assure accuracy of output data.

Install, configure, modify, maintain, troubleshoot, diagnose and repair computer hardware and software to assure the smooth running of the Personnel Department; install new systems and modify existing systems to accommodate new hardware and software.

Perform a variety of network administration activities including establishing and maintaining user accounts, passwords, e-mail accounts, internet connectivity, back-ups, domains and workgroups, intranet, and designated programs and systems.

Communicate with District personnel, vendors and outside agencies to exchange information, coordinate activities and resolve issues or concerns; serve as a technical liaison.

Operate a variety of office equipment including a copier and fax machine; operate a variety of computer repair and installation equipment including hand and power tools and electronic diagnostic equipment; drive a vehicle to conduct work.

Maintain a variety of records related to computer hardware, software, system maintenance and assigned activities; process various forms and applications.

**OTHER DUTIES:**

Assist in planning, developing and implementing new technology-based systems in assigned district department.

Analyze and develop conversion rules for data transfer to new technology based systems and databases.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods and procedures of installing, maintaining and repairing electronic computers and peripheral equipment.

Inter-and intranet applications, website and electronic forms design.

Applicable laws, rules and regulations related to Personnel administration.

Database structures, on-line applications and system capabilities of assigned computer systems.

LAN theory, usage, implementation, troubleshooting and terminology.

Computer languages and hardware and software applications utilized by the district.

Configuration/installation of network hardware and software for microcomputers.

Internet connectivity, access, search and downloading techniques.

Data control procedures and data entry operations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Technical aspects of field of specialty.

**ABILITY TO:**

Develop, implement and oversee the personnel department information systems and other specialized computer systems and services.

Oversee and maintain the computer services of the personnel department.  
Perform specialized and technical duties in support of an assigned LAN system.  
Install, maintain and repair computer hardware and software to assure the smooth running of the personnel department.  
Input data into an assigned computer system and generate computerized reports.  
Troubleshoot and repair system malfunctions and maintain system operation.  
Respond to user requests for assistance and malfunction correction and provide technical support.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Maintain records and prepare reports.  
Work independently with little direction.  
Understand and follow oral and written instructions.  
Plan and organize work.  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in computer science, information systems or related field and three years experience performing computer support activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of computer equipment.  
Seeing to read a variety of materials and view a computer monitor.  
Hearing and speaking to exchange information.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to install and repair hardware and software.  
Lifting, carrying, pushing or pulling heavy objects as assigned by position.  
Reaching overhead, horizontally and above the shoulder to install and repair hardware and software.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*