



Director, Human Resources Information Systems (HRIS)

Reports to:	Chief Human Resources Officer	Job Code:	NEW/HR
Department:	Technical/Other	Structure/Grade:	Unified/132
Division:	Human Resources	Workdays:	246 Days
Retirement:	Teacher's Retirement System (TRS)		

Position Summary

Oversees the design, development, implementation, and maintenance of the Human Resources Information Systems (HRIS) within the organization. Ensure the effective utilization of HR technology to support HR functions, streamline processes, and enhance data-driven decision-making. Collaborate with HR leadership, IT teams, and other stakeholders to optimize system capabilities, ensure data integrity, and drive continuous improvement initiatives.

Essential Job Duties

- Manage and maintain the Munis HRIS platform, ensuring data accuracy and system functionality.
- Oversee the integrity and security of HR data within Munis and all other softwares.
- Conduct regular audits to ensure data accuracy and compliance with regulatory requirements.
- Generate HR reports and analytics to support decision-making processes.
- Provide insights into HR metrics such as employee demographics, turnover rates, and budget analysis.
- Train HR staff and end-users on software functionality and best practices.
- Provide technical support and troubleshooting assistance to resolve system issues.
- Collaborate with IT and other stakeholders to implement new features or modules within Munis.
- Implement security protocols to protect sensitive HR information and prevent unauthorized access.
- Lead HRIS-related projects, such as system migrations or process improvements, from initiation to completion.
- Develop project plans, allocate resources, and monitor project timelines and deliverables.
- Provide technical expertise to the department, working on issues that require an in-depth knowledge of the functional area.
- Develop and implement the overall strategy for Human Resources (HR) technologies and data analytics to support organizational goals, ensuring alignment with business needs.
- Coordinate the accurate and timely submission of reports to comply with regulatory requirements.
- Oversee the annual distribution and collection of employment contracts, ensuring all materials are managed effectively in line with organizational policies.
- Establish performance metrics for HR decision-making, developing reports and queries in response to data requests from executive staff, attorneys, state auditors, and the public.
- Supervise staff by managing workloads, coordinating schedules, and providing support.
- Perform additional duties as assigned.

Qualifications

- Master's degree preferred. Bachelor's degree in Computer Science, Information Science, or a related field with 7+ years of progressive experience in database design, implementation, and maintenance required.
- Previous supervisory experience is required.



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Knowledge, Skills, and Abilities

- Knowledge of HR and payroll systems
- Knowledge of DCSD policies and procedures
- Knowledge of federal, state, and organizational human resources regulations and procedures
- Knowledge of information technology systems and infrastructure
- Knowledge of high-level information technology descriptors and the ability to translate these into user-friendly language
- Ability to provide technical expertise to the department
- Strong project management skills
- Good analytical skills
- Good computer skills and the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Ability to provide technical expertise to the department
- Ability to resolve problems that are not clearly defined
- Ability to use knowledge of the organization to develop innovative solutions to improve results or solve a problem
- Ability to build partnerships, appropriately influence, foster talent, and coach others
- Ability to interact with senior management in matters that affect the department
- Ability to plan, coordinate, and manage the work of others

Physical Demands and Work Environment

Constantly required to exchange accurate information.

Constantly operates a computer and other office machinery.

Constantly observes details at close range.

Frequently remains in a stationary position.

Occasionally moves about inside an office.

Occasionally moves office equipment weighing up to 25 pounds.

Constantly works in an indoor environment.

Supervisory Responsibility

Oversees the work of experienced level professionals.

Regularly advises teams on complex matters.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.



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Reviewed/Revised: 05/30/2024

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____