



## David Douglas School District #40 Classified - Job Description

<b>Job Title:</b>	<b>Human Resources Technology / Data &amp; Security Coordinator</b>	<b>Department:</b>	Human Resources
<b>Schedule:</b>	8 hrs per day, 12 months per year, About 260 days per year	<b>Reports To:</b>	Human Resources Manager
<b>Classification:</b>	Class 17	<b>Prepared By:</b>	DDSD HR
<b>FLSA Status:</b>	Non-Exempt	<b>Prepared Date:</b>	July 2021
		<b>Approved By:</b>	HR
		<b>Approved Date:</b>	

### SUMMARY

This position is responsible for working with the district's Human Resources information systems, Substitute management system (ESS), Vector Solutions Training, Vector Solutions Evaluations+, Oregon Department of Education (ODE), S2 Badging and Security and the department webpage and provide administrative support for the District's security systems. This position is responsible for ensuring the efficient operation and use of the district's technology systems, to help ensure adequate security controls for the proper safeguarding of confidential data and ensuring the integrity of accurate employee information, and for providing information, training, and technical support to system users. This position works under the guidance of the Human Resources Manager. The position is expected to establish priorities and collaborate with staff internal and external to Human Resources Services. The position will also serve as a liaison to the Information Technology Services department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. HR Desk Help
    - 1.1. Greet and assist district personnel.
    - 1.2. Field and answer multiple telephone calls, emails and instant messages responding to inquiries and assisting staff.
    - 1.3. Review, answer and field as needed Human Resources group email.
    - 1.4. Provides excellent customer service in acting as a resource to and liaison between the District's staff, public and community partners while maintaining confidentiality.
    - 1.5. Support day-to-day end user help requests.
    - 1.6. Make photocopies, fax documents and performs other clerical functions.
    - 1.7. Troubleshoot issues related to Human Resources and personnel working directly with vendors as needed to include IAM (staff email system) and Ricoh (copier and fax).
    - 1.8. Assist with and support collection of HR Newsletter articles. Back up publishing as needed.
  2. Technical Administrative Support
    - 2.1. Assist with the design and implementation of HR systems and processes.
    - 2.2. Stay current with system information, changes and updates.
    - 2.3. Ensure high quality of any materials created by HR through detailed reviews.
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- 2.4. Create, update all Human Resources forms and documents for presentation.
  - 2.5. Update and maintain Hiring Guide, Employee Handbook, salary Handbook and Supervisor Handbook
  - 2.6. Maintain Extra Duty Database and contracts. Liaise with High School Principal, Athletic Director, District Music Coordinator, Elementary and Middle School Principals, Wellness Council Chairperson, and Payroll for each of the three times each school year that Extra Duty Contracts are released.
  - 2.7. Create and manage district working calendars. Liaise with each work department's principal/supervisor with District Master Calendars to provide the specific amount of days of work for each staff group.
  - 2.8. Manage Department Website on an ongoing basis.
    - 2.8.1. Annually review and update Employee salary schedules, District working calendars, Collective Bargaining Agreements, updated / new Job Descriptions and Supervisor Handbooks.
  - 2.9. Assist with and manage staff evaluation systems. Support staff, create, update and manage forms, implement plans and act as liaison to vendor and supervisors as necessary.
  - 2.10. Continuously seek ways to improve existing processes and programs through the use of technology.
3. District Security Support
- 3.1. Updates and manages computerized databases for District security systems and uses data to prepare reports and estimates.
  - 3.2. Coordinates District's security access to facilities.
    - 3.2.1. Develops procedures under supervisor.
    - 3.2.2. Coordinates with Human Resources and Maintenance to issue security devices (such as keys, badges, access codes) to staff, community partners and others needing access to facilities per established procedures.
    - 3.2.3. Coordinates access to buildings.
    - 3.2.4. Works with Maintenance to monitor issues with security access systems, works with Maintenance, IT, and vendors to troubleshoot issues with security access.
    - 3.2.5. Conducts site assessments with Maintenance to address issues related to physical security of schools, campuses and other District facilities.
    - 3.2.6. Monitor & distribute daily security reports from the burglar alarms and work with vendors to add/delete users & arrange for service if needed.
    - 3.2.7. Audit daily badge usage, ensure accurate access (days, times, expiration date) and door operations.
  - 3.3. Manage daily badge replacements, issue new staff badges, create templates, photograph new hires, maintain staff picture database and issue keys as needed while maintaining inventory.
  - 3.4. Maintains and actively manages the District-wide radio inventory related to school/event security. Ensures up-to-date and functional equipment exists at each site. This includes issuing radios, tracking usage, arranging for replacement and repairs as per procedures
  - 3.5. Troubleshoot issues related to Human Resources and Security programs, working directly with vendors as needed.
4. HRIS, Outside Agency & State Records Management and Reporting
- 4.1. Compiles, analyzes, evaluates, and distributes data and district and state reports.
  - 4.2. District Substitute Operations and Management via ESS:
    - 4.2.1. Manage all district users; administer account creation & deactivation.
    - 4.2.2. Manage long-term substitutes to include placement and technical support.
    - 4.2.3. Assist Payroll with inconsistencies.
  - 4.3. Vector Solutions Trainings:
    - 4.3.1. Administer account creation & deactivation.
    - 4.3.2. Provide weekly reports and ensure District & State mandates are fulfilled.
    - 4.3.3. Manage creation of policy courses and audit of new courses for possible use in the District.
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#### **4.4. Vector Solutions Evaluations+:**

- 4.4.1. Administer account creation & deactivation and provide monthly reports.
- 4.4.2. Create and implement new plans and new forms annually.
- 4.4.3. Support staff and administrators, create and implement help files, act as liaison for VSE+ support.

#### **4.5. Oregon Department of Education (ODE):**

- 4.5.1. Produce, provide and audit multiple annual reports to include District demographics and on-boarding staff.
- 4.5.2. Act as liaison for errors and report compliance.

5. Maintain and protect the confidentiality of employee-related records

6. Perform other duties, as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

### **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School diploma/GED/equivalent; Up to one year post high school education or vocational training preferred; 1-2 years of experience is required. Prior experience with Infinite Visions required. Prior experience with security badge systems preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

### **COMPUTER SKILLS**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

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#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates, licenses, or registrations.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

#### **PHYSICAL DEMANDS**

Positions at this level require requires little (>10%) physical effort such as lifting, carrying, or constant movement, but does allow for movement needed to complete work tasks. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

#### **MENTAL DEMANDS**

Position(s) at this level function with a continual mental demand. Priorities and demands on self and organization unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions where there is often incomplete information.

#### **PAY EQUITY SCOPE**

The position has regular communication inside the organization to exchange ideas and gather information with some responsibility for creation, development or design of new product, program, methods, system, procedures or policies. The requirement to create new ideas, and refine concepts is considered an on-going job responsibility. Assigned occasional special creative projects. The requirement to generate new ideas, innovate from current practice or create original work is only incidental to other aspects of the position. Positions at this level have minimal impact and, expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. Positions at this level have a minimal need or ability to analyze problem or concepts or make decisions on the information. Position has minimal influence on organization operations, programs. Ability to influence treatment outcomes is minimal. Ability to influence overall agency image is minimal (Less than 20%) to performance of own job. While "customer" contact is a part of the position, supervisory action would prevent or correct most issues. Positions at this level are expected to perform with a high degree of

independence for both regular work and special project work. Work is only reviewed on as needed basis. Work done which contains errors or omissions may not be identified internally. Guidance and direction are available upon request. Work requires extensive decision-making. Decisions frequently have little precedent and require interaction with others to solve problems, formulate policies and programs and/or arrive jointly at decisions, which affect one or more work units. Full scope management is typically found at this level and above. Positions

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at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.

#### **ADDITIONAL REQUIREMENTS**

Post-job offer criminal background check will be required.

*The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.*

*The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.*

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