

NOTICE OF VACANCY
Birmingham City Schools
www.birminghamcity.schoolinsites.com

TITLE: DATA ENTRY TECHNICIAN II - Personnel
LOCATION: Human Resources Department
REPORTS TO: Personnel Coordinator – Human Resources

QUALIFICATIONS:

- Associate's degree from an accredited college, and/or three (3) years on the job experience or university with course work in human resources management, business, computer science, or related field.
- Other equivalent combinations of applicable education, training and experience that provide the knowledge, abilities and skills necessary to perform effectively in the position may be considered.
- Knowledge and understanding of the information needs of Human Resources operations.
- Detail oriented with good organization skills.
- Good oral and written communication and human relations skills.
- Proficiency in the use of personal computers and with Microsoft Office applications including Word, Access and Excel.
- Ability to objectively analyze and make recommendations on a variety of HRIS actions.
- Ability to perform multiple tasks simultaneously and to function effectively in situations of pressure and stress.
- Ability to research and assemble data from a variety of routine and complex data sources and prepares reports. Proficiency with Microsoft Access preferred.
- Ability to use computer keyboards and enter data quickly and accurately.

JOB SUMMARY:

- Responsible for processing employee information and maintaining employee records in the Birmingham City Schools Human Resources Information System (HRIS). Assists in HRIS design, systems modification and/or system development. Prepares statistical summaries and basic special reports for the HRIS.

PERFORMANCE RESPONSIBILITIES:

- Assists other HRIS staff in reviewing, verifying and entering employee personnel data into the HRIS system.
- Assists in conducting basic requirements and analysis and documentation, testing and deployments of HR, Benefits and Payroll applications, interfaces and related business processes, including maintenance, enhancements, upgrades and new development, as well as other subsystems.
- Participates in the on-going implementation, maintenance, and reporting needs of the HRIS system.
- Supports one or more functional client areas, e.g. Compensation; Benefits; Organizational Development; Recruitment and Staffing; Payroll and Finance.
- Assists in identifying ways to improve/reengineer processes or automate function to improve employee productivity.
- Prepares basic statistical summaries and special reports related to compensation, benefits, performance, payroll, employee demographics or other employee information.
- Adheres to school system rules, administrative procedures, local board policies, and state & federal rules & regulations.
- Engages in professional growth & demonstrate professional ethics & leadership.

TERMS OF EMPLOYMENT: **Twelve (12) Months / 240 Days**

SALARY: **Salary Schedule 14-02** (Actual salary will be determined upon verification of experience & education)

Please Note: Employment is contingent upon candidate meeting suitability criteria as established by the Alabama State Department of Education and submitting to a background check.

The Birmingham Board of Education is an equal opportunity employer and welcomes all qualified applicants for vacancies in the Birmingham City Schools. It is the policy of this school district that there shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin, creed, marital status, sex, age or handicap.