

## Job Description

**Job Title:** Human Resources Information Systems Coordinator

**Supervisor:** Director of Human Resources

**Pay Grade:** 40

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for working with the district's Human Resources information systems. This position is responsible for ensuring the efficient operation and use of the district's employee data system, for ensuring 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. The position will also serve as a liaison to the Budget, Payroll, Information Technology Services and Enterprise Resources departments.

### Essential Duties

1. Serves on project management team for major systems acquisition and/or enhancements to existing application software and operating system software. This includes assisting with project plans, resource plans, risk assessments, change control plans, schedules and project budgets, implementation plans, and contract administration. Implementation and execution responsibilities will continue over the life-cycle of the systems.
2. Works with Budget and leadership to maintain accurate position control records.
3. Will coordinate with appropriate instructional personnel on staffing allocations through use of available data, teacher student ratio, vacancies and SOQs.
4. Prepares reports of data results, presenting and explaining findings to senior leadership.
5. Prepares and maintains allocation data for staffing in partnership with school leadership.
6. Serves as point of contact in partnership with employment on allocation staffing and request.
7. Assists in development of policy recommendations, procedures and processes related to Human Resources systems.
8. Serves as the system administrator responsible for assessing the impact of all system-related changes on integrated functionality to ensure efficient, effective operations are maintained.
9. Acquires or adapts initial training materials for new systems and changes to existing systems. Helps develop initial and ongoing training strategy (in-house, outsourced) for Human Resources systems.
10. Works with contractors and Information Technology Services and Enterprise Resources personnel to implement adequate security controls for the proper safeguarding of confidential data and to ensure the integrity of accurate employee information.
11. Serves as project manager and software administrator for new systems and software implementation.
12. Coordinates the scheduling of support available from Information Technology Services or Enterprise Resources departments to meet priorities. Tracks and resolves application software problems in a timely manner.
13. Working with Human Resources, Information Technology and/or Enterprise Resources department support staff to test software application or major system upgrades. Seeks input from and coordinates system improvements with a diverse user community and serves as a liaison with decentralized users. Improvements can take the form of process re-engineering or working with contractors to pursue modifications to the underlying software.
14. Produce, create and write reports to assist Human Resource staff with data tracking and metrics. Uses reports for complete data integrity checks and data analysis.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Director of Human Resources or any other appropriate administrator or Supervisor.

### Job Specifications

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, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s degree in Business Administration, or Human Resources Management with an emphasis on Management Information Systems, Computer Science, or a related field and/or considerable related experience in Human Resources systems analysis and computer systems applications. Experience with Tyler MUNIS preferred. Knowledge of government and K-12 business practices and procedures preferred. Must possess knowledge of Windows operating system, personal computer software, personal computer hardware, web design, and personal computer networking systems. Working knowledge of K-12 academic scheduling. Must possess the ability to present information clearly and effectively both orally and in writing. Must possess the knowledge of Word, Access and Excel. Must possess the ability to prepare technical reports and manuals.

**Working Conditions & Physical Requirements**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**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. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Director of Human Resources

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Human Resources Information Systems Coordinator will be required to follow other instructions and to perform any other related duties as assigned by the Director of Human Resources or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

03/2026