AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**COORDINATOR TALENT INFORMATION SYSTEMS**			PAY GRADE:	**CAD 1**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**08/06/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in a related field or the equivalent combination of training and experience is preferred. Three (3) years of experience in public education and reporting procedures to government agencies is preferred. Proficiency in Microsoft Office programs, Google suite, and advanced knowledge of Google Sheets is required. A background in data collection and analysis is preferred.

SKILL REQUIREMENTS:

This position requires knowledge and skill in the use of personal computers and their software, including proficiency in Microsoft Word and Excel and in other computerized applications. Incumbent must have excellent analytical skills along with strong oral and written communication skills. This position requires the ability to work on very detailed tasks and projects for long periods while maintaining a high degree of accuracy as well as managing time, meeting deadlines, and resources effectively and efficiently. This position requires research and careful analysis of data across systems supporting human resources and payroll. Employees in this position must have the ability to provide and deliver work-related information to District stakeholders and external requesters.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for facilitating functions within the Office of Talent Strategy and the Talent Information Systems program area. The incumbent is responsible for supporting employees, schools and central office staff through the provision of specialized services. The candidate will be responsible for reporting employee records to TRS and TEA. This position also manages and analyzes the pay cycles in coordination with the Payroll Dept. Incumbent collaborates with administrators regarding changes in policies, procedures, laws or in reference to unusual circumstances or difficulties. Data or information mishandling may result in non-compliance with laws and regulations and could lead to legal action against the District.

ESSENTIAL FUNCTIONS:

- Conduct data research and system analysis to support requests from the District board of trustees, administrators and staff. Research, prepare and submit Open Records Requests in a timely manner via the Talent Strategy team.
- Review and adjust payroll errors and proforma files while coordinating with approvers. Assist in procedures to improve the efficiency and effectiveness of District payroll.
- Export monthly system files for TRS and research data transactions to update and re-run final files to be downloaded to the TRS web app.
- Manage ERP employee data exports on a weekly basis to export files to the TEA system. Research and update the TEA data and/or ERP system according to findings.

- Prepare special reports for management or projects as needed.
- Manage projects and recommend/improve processes across teams and system modules with extensive use of excel and google sheet tools.
- Perform reconciliations and audits for positions within the system and employee data.
- Assist as needed with ERP data adjustments and clean-up stemming from reconciliations.
- Communicate effectively with AISD administrators, staff, and the community through email, phone, meetings and District communication methods. Coordinate formal mass notifications with leadership teams.
- Assist as back-up with monitoring/reviewing production ERP workflow queues for Vacancy Management, Position Requests, Funding Changes, Job Title/Transfer updates and the Central Forms.
- Back-up as needed to process and support the ERP position control functionality regarding District FTEs, vacancies, and pooled positions.
- Conduct research/surveys and collect data on a variety of issues as assigned. May use sources such as other districts, government documents/reports, World Wide Web, AISD data files, published surveys, etc.
- Ensure compliance with Federal, State, and District personnel policies and regulations; interpret personnel laws, rules, and regulations for AISD personnel.
- Collaborate with MIS in the development of reports and/or utilizing data extraction tools like Jasper Reports.
- Maintain professional development through professional development classes and webinars. Build knowledge of State, Local, and Federal personnel laws, and regulations.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; Extensive walking may occur, occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 45 pounds)

Environment: Standard office setting

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor for the department and works closely with all members of the Talent Strategy team. Incumbent will have contact with school employees including school administration. Incumbent is responsible for supporting schools and central office staff through the provision of the Office of Talent Strategy. Tact is needed to interact with employees and resolve conflicts.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	