

**Mission Statement:**

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

About the District:

Oswego Community Unit School District 308 is the Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield and Yorkville. The District is the 7th largest public school district in Illinois and serves more than 18,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

Position: Human Resources Data Analyst

Department: Human Resources

Reports To: Assistant Superintendent of Human Resources or Designee

Primary Function:

Oswego Community School District 308 (SD 308) seeks a dynamic and detail-oriented Human Resources (HR) Data Analyst to support the HR and Finance departments. The HR Data Analyst will be responsible for gathering, analyzing, and reporting HR data while serving as a liaison between the HR and Finance teams. This position will focus on aligning data-driven insights to improve decision-making, ensuring compliance with district policies, and supporting strategic initiatives.

Core Responsibilities:**Data Management & Analysis:**

- Collect, analyze, and report on key HR metrics such as employee retention, turnover, compensation, and benefits.
- Develop and maintain HR databases to ensure data integrity and consistency.
- Prepare detailed reports and presentations for the HR and Finance departments to support budget planning and staffing decisions.

Collaboration with Finance:

- Act as a liaison between the HR and Finance departments to ensure alignment of data for budgeting, payroll, and financial planning.
- Provide insights and data analysis to support compensation and benefits programs, financial forecasting, and staffing allocation.

Data Systems & Reporting:

- Leverage data visualization tools (e.g., Excel, Infinite Visions, Tableau, PowerBI) to present actionable insights.

- Manage HR systems and databases, ensuring that data is accurate and up-to-date for financial reporting.
- Support Finance in preparing data for audits, compliance reports, and budgeting.

Compliance & Best Practices:

- Ensure data reporting complies with district, state, and federal regulations.
- Stay current with best practices in HR analytics and data management.

Qualifications:

- Professional Educator License or Bachelor's degree in Human Resources, Finance, Data Science, or a related field.

Core Competencies:

The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Analytical Skills:** Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.
- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Conflict Resolution:** Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.
- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- **Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts the success of the team above their own interests.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Employees experience constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.

FLSA Status: Exempt

Salary Schedule: \$65,000-75,000

Bargaining Unit: None

Evaluation: In accordance with the Human Resources Evaluation Competencies