



Analyst I, HR Business Solutions

Reports to: Director, HRIS

Structure/Grade: Unified 119

Division: Human Resources

Workdays: 246 Days

Position Summary

As a Human Resources (HR) Business Solutions Analyst, you will focus on the enterprise system to ensure the best use of the system as well as work on system setup and collaborations with several teams and divisions. This position will also serve as a functional support on technical projects for increasing the use of HR systems. Coordinate audits and reconciliation with teams to ensure proper data output throughout the year.

Essential Job Duties

- Assist with troubleshooting Personnel Action Entries (PAEs) on the system dashboard.
- Perform regular data audits to ensure accuracy and integrity.
- Set up enterprise codes as needed.
- Communicate with internal teams regarding enterprise-related items.
- Assist in the development of communication and training materials for end users; conduct training sessions or collaborate with other facilitators as appropriate.
- Support enterprise modules by ensuring accurate processing, maintaining data integrity, and ensuring compliance with federal and state regulations.
- Serve as a primary point of contact for HR system users by providing support, answering inquiries, and delivering training sessions as needed.
- Collaborate with local teams on tasks that impact large-scale district processing.
- Perform other duties as assigned.

Qualifications

- A High School diploma with at least three (3) years of experience is required.
- An Associate degree in Finance or Human Resources with at least one (1) year of related experience preferred.
- Strong communication and analyzing skills with the ability to generate reports via SQL or SSRS is preferred.

Knowledge, Skills, and Abilities

- Basic understanding of HR processes such as onboarding, personnel actions, employee records, and compliance requirements.
- Knowledge of principles and practices for managing and auditing data, ensuring integrity and accuracy.
- Ability to identify issues with system data or functionality and troubleshoot effectively.
- Strong written and verbal communication skills to relay technical information to non-technical users and collaborate with internal stakeholders.
- Ability to work within HR systems, dashboards, and tools; proficiency in Excel or similar tools for data review and auditing.



- Manage multiple tasks and deadlines, especially during peak processing periods.
- Maintain strict confidentiality of employee data and sensitive system information.

Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 8/1/2025