



# Hays Consolidated Independent School District

## Department of Human Resources

**Job Title:** MIS Business Analyst

**Wage/Hour Status:** Exempt

**Reports to:** Director MIS

**Pay Grade:** BP03, 230 Days

**Dept./School:** MIS

**Date Revised:** March 2022

### Primary Purpose:

Assist in performing administrative duties for the Finance/HRPR and timekeeping system for the district. Ensure efficient and effective access to information and related technology to all campuses and administrative departments. Ensure data accuracy in all systems managed.

### Qualifications:

#### Education/Certification:

High school diploma or GED

Texas Association of School Business Officials certification

#### Special Knowledge/Skills:

Ability to use software to develop spreadsheets and perform data analysis

Strong proficiency with Microsoft applications (Excel, Word, etc.)

Effective organizational, communication, and interpersonal skills

Ability to understand detailed written or oral instructions

Possess exceptional problem-solving skills

Knowledge of ERP and timekeeping systems

### Experience:

Three years school district administrative support experience, requiring collecting and entering data

### Major Responsibilities and Duties:

#### Records and Reports

1. Assist with the collection, integration, and formatting of all data required for PEIMS submission according to Texas Education Agency *PEIMS Data Standards*
2. Work cooperatively with campus and department staff to collect, organize, and format data required to submit district PEIMS data according to prescribed state deadlines
3. Assist with the collection and formatting of all required state/federal reporting
4. Run edits, reports, and verification checks on data to ensure accuracy of information. Distribute edits and reports to appropriate staff for analysis, verification, and correction

#### Training and Technical Support

5. Assist with trainings/support to end users in reference to ERP software and timekeeping system
6. Assist with the implementation, maintenance, and management of ERP software
7. Assist with the implementation, maintenance, and management of district timekeeping system
8. Assist/ support Employee Self-Serve and Vendor Self-Serve
9. Attend regional PEIMS, TASBO, ERP and timekeeping workshops
10. Disseminate information to other staff in a timely manner, including updates to *PEIMS Data Standards*, changes to district ERP/ timekeeping systems, and changes in district policy

**Other**

- 11. Comply with policies established by federal and state law, State Board of Education rule, and local board policy
- 12. Follow district safety protocols and emergency procedures

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

**Physical Demand- Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Physical Demand- Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse

**Physical Demand- Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is performed in an office setting; may require occasional irregular and/or prolonged hours; limited interaction

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

**EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

Signature indicates acknowledgement of the receipt of aforementioned information.

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Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

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Badge #