

**MONTCLAIR PUBLIC SCHOOLS**  
**JOB DESCRIPTION**

**PERSONNEL ANALYST**

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited college or university.
2. Minimum of three (3) years in personnel management, preferably in an educational setting.
3. Demonstrated knowledge of New Jersey Certification requirements.
4. Demonstrated knowledge of working with various bargaining units.
5. Demonstrated proficiency in Microsoft Office, preferably Excel.
6. Demonstrated knowledge in using Human Resources Information Systems.
7. Demonstrated knowledge of New Jersey SMART Education Data System (SMID).
8. Demonstrated knowledge of Frontline Absence Management System (AESOP).
9. Demonstrated knowledge of Frontline Applicant Tracking System.

**REPORTS TO:** Personnel Manager

**PERFORMANCE RESPONSIBILITIES:**

1. Verifies and audits all employee data in Human Resources Information System (HRIS).
2. Responsible for managing and maintaining HRIS database updated and current.
3. Collaborates with the Business Office to ensure alignment with position control and in accordance with Board Agenda.
4. Collaborates with the Technology Office in the completion of required federal, state, and local reports.
5. Manages and inputs all salary adjustments and contractual entitlements.
6. Provides supporting documentation for labor relations/legal proceedings.
7. Assists in the preparation of state reports and local reports.
8. Maintains efficient and secure systems for recording data and producing relevant documentation.
9. Reporting and analyzing data to make efficient recruitment decisions.
10. Prepares reports and properly utilize report data to make efficient decisions.
11. Performs other related duties as assigned.

**Terms of Employment:** 12 months as determined by the Board; salary and benefits as negotiated commensurate with qualifications and experience.

**Evaluation:** Performance will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff.