

Newburgh Enlarge City School District

Date Adopted: August 20, 2025

Title: Human Resource Analyst

General Statement of Duties: Under general supervision of the HR Director or Assistant Superintendent of Human Resources, the HR Analyst gathers, analyzes, and reports on workforce data to support strategic decision-making. This role ensures accuracy and integrity in HR systems, contributes to recruitment and retention analytics, and collaborates with school and district leadership to inform policy and planning.

Distinguishing Feature of the Class: This position stands out in the district by specializing in data-driven human resources, acting as the bridge between HR administration and analytics. The Analyst works across certified and classified staff groups, maintaining confidentiality while translating HR metrics into insights that support equitable staffing, policy compliance, and organizational effectiveness in a school setting.

Example of Work:

- Develops and maintains dashboards monitoring staff turnover, vacancy rates, leave usage, and certification status.
- Generates trend reports to inform staffing forecasts, diversity recruitment, and professional development planning.
- Audits and inputs HRIS data (e.g. employee demographics, attendance, licensure), resolving discrepancies in collaboration with payroll and school office staff.
- Prepares reports for the Board of Education, district leadership, or state agencies highlighting HR metrics, staffing equity, or compliance indicators.

Required Knowledge, Skills, and Abilities:

- Strong analytical and quantitative skills and experience with HRIS and data visualization tools (e.g., Excel, Power BI, or equivalent).
- Solid understanding of HR processes, applicable education laws, and labor agreements in K-12 settings.
- Excellent written/oral communication to convey complex data clearly and facilitate collaborative planning.
- High attention to detail, discretion, and ability to handle confidential information.
- Ability to work independently, manage multiple deadlines, and provide reliable, actionable insights.

Minimum Qualifications: Either

- A. Associate's degree in Human Resources, Business Administration, Data Analytics or a related field, and two years of full time paid experience working in human resources, data analysis, or HRIS administration experience in a school district or public sector setting; or
- B. Graduation from high school or equivalent and four years of full time paid experience working in human resources, data analysis, or HRIS administration experience in a school district or public sector setting.