

**NEWBURGH**  
ENLARGED CITY SCHOOL DISTRICT

Ms. Onyx Peterson

Acting Superintendent of Schools

TBD

Dr. Elisa Correa-Soto

Dr. Shannon O'Grady

Ms. Marcie Heywood

Ms. Genieve Holder

Mr. Joseph McGrath

TBD

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, PRE K - 2

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

September 3, 2025

This posting will end at 4PM on  
Tuesday, September 16, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder  
Assistant Superintendent for Human Resources

RE: Anticipated Vacancy – Human Resources Analyst

**TITLE: Human Resources Generalist - A \*Provisional Appointment**

Human Resources Analyst position is \*Provisional and Contingent upon results of the Civil Service Exam when given

**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.

**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.

**ACCEPTABLE EXPERIENCE AND TRAINING:** 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.

A complete job description can be found on the District's website at [www.newburghschools.org](http://www.newburghschools.org) under the 'DISTRICT' tab/Employment with the District.

**Internal applicants** must submit a current resume and letter of interest to:  
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR** FAX to: 563-3468

**External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

GH: tc