



ROLE: HR & Ops Analyst

LOCATION: Remote

START DATE: June 2022

REPORTS TO: Deputy Director, Human Resources

ROLE OVERVIEW

DFER is seeking a highly capable HRIS data analyst to join the Operations department at DFER. In this role you will support and enhance adoption of performance management systems and utilize data to help identify opportunities to increase overall organization effectiveness. Your duties will include optimizing the performance of our HR systems (CultureAmp and NetSuite), gathering data and developing and making recommendations based on key performance metrics.

This includes:

- Data Systems Support
- Administrative Human Resource Support
- Administrative Operations Support

WHO WE ARE

Democrats for Education Reform (DFER) is a national political organization that supports elected Democrats and candidates for office who seek to expand policies and practices that work well for America's students and confront those that do not. We are education progressives who prioritize students and families, especially low-income students and students of color who should be better served by our country's public education system. The New York chapter launched in 2008 with the goal of supporting Democrat policymakers in the state who promote excellence and equity in public education by legislating with a student-centered approach.

DFER partner **Education Reform Now Advocacy (ERNA)** is an advocacy group that advances education reform measures through empowering community leaders to support our legislative and political advocacy work. ERNA keeps constant pressure on legislators to champion high-quality public education.

DFER partner **Education Reform Now (ERN)** is a nonpartisan think tank that promotes increased resources and innovative reforms in K-16 public education, particularly for students of color and students from low-income families.

WHAT WE DO

- 1. Support for Progressive Education Leaders** — In an approach that is markedly different from our peers and partners in the field, DFER engages directly with candidates and elected officials to empower them to advocate for education policies that focus foremost on serving students. Our partner organization, Education Reform Now, does work that involves policy research, analysis and education that helps policy makers at all levels understand complex education issues and make informed decisions.
- 2. Informing the Education Debate** — Our coalition work reflects the breadth of our policy priorities. We work collaboratively with organizations and our community networks to create an education system that is held accountable to all kids and families.
- 3. Targeted Interventions and Rapid Response** — DFER's reach from the most local district relationships to state and federal policymakers, enables us to respond quickly to the changing landscape and policy trends. Activities vary significantly from project to project and may include training, policy analysis, public engagement, electoral and issue advocacy, and policy guidance for elected officials and local advocates.

KEY RESPONSIBILITIES

- **Data Systems Support**
 - Performing statistical analysis on gathered HRIS data and running queries to inform DEI strategy etc.
 - Ensuring the efficient recording and secure storage of HR metrics, including attendance and employee performance data.
 - Performing audits on HR processes and documents, including hiring, termination of service, and payroll administration, when required
- **Administrative HR Support**
 - Maintain and ensure the HRIS system (ADP Total Source) is updated to consistently reflect shifts and changes within the organization (i.e. adding new departments, hiring/terminating staff, reports, salary adjustments, etc.)
 - Maintain and update time tracking system, Harvest, to ensure key data reflects shifts and changes within the organization including but not limited to adding staff, unlocking timesheets, etc.
 - Maintain and update all additional systems including zoom, eWork, etc.
 - Maintain and update HR/Personnel to ensure in compliance
 - Communicate key compliance requirements with staff for key HR systems
 - Utilize data to report and analyze progress on key HR initiatives and compliance
- **Administrative Operational Support**
 - Manage company memberships and subscriptions (WallStreet Journal, GSuite, Dropbox, etc.)
 - Researching operational solutions to support more efficiencies within the organization

- Support the implementation of new systems for performance engagement including CultureAmp, Criterion, etc.

WHO WE'RE LOOKING FOR

The ideal candidate will possess the following qualifications and skills:

- **Leadership experience**- project leadership experience within the non-profit education sectors; record of achieving ambitious results in these roles
- **Technical expertise** regarding data and databases, data mining and segmentation techniques. You can conduct analyses for quantitative and qualitative measurements.
- **Collaborative** working with an extremely small team with the ability to collaborate with other departments and staff members.
- **Research oriented** with the ability to find resources to determine best practices to implement for operational efficiency.
- **Autonomous** as an independent thinker and self-starter to accomplish tasks with minimal direction.
- **Systems Mindset** defining efficiency to processes within the organization.

COMPENSATION

Compensation anticipated \$40/hour for up to 20 hours a week. This role does not include DFER benefits of health and dental coverage; life insurance; short- and long-term disability; 401K with a match plan; flexible spending/benefits plan; holidays nor paid vacation.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Democrats for Education Reform welcomes applications from all, and strongly encourages women, people of color, people with disabilities, immigrants, refugees & LGBTQ people to apply for this position. We are committed to maximizing the diversity of our organization and recruiting a team that reflects the diversity of New York students.

HOW TO APPLY

Please apply as soon as possible, even if you are not available to start immediately. All applications are held in strict confidence. Interested applicants should send resume and cover letter to democrats-for-education-reform@jobs.workablemail.com. References will be requested in a later stage of the selection process.