

## Human Resources Job Function

### HR Data Analyst II

Grade: 56

Job Code: H0356P

Job Family: HR Data Analyst

Job Family Matrix: [HR Data Analyst](#)

#### Summary

Independently provide analytical and operational support for human resources reporting and analytic systems. Prepare standard and ad-hoc reports for various departments, managers, and faculty. Conduct intricate analyses involving human resources data.

#### Core Duties

- Contribute to the building of complex data sets and conduct intricate analysis involving human resources data; define user objectives, business needs, scope, and revise existing system logic difficulties
- Design and produce reports to support a variety of workforce planning efforts
- Resolve HR data discrepancies between data warehouse and systems
- Support developmental work on the application and its reports and database; collaborate with application developers on the design of table structures, reports and entry screens
- Support annual data and information projects by collecting, verifying, and disseminating data in appropriate formats
- Member of cross-organizational end-user support team responsible for maintaining production systems including developing processes for triaging and addressing production support issues
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate excel skills, and reporting and visualization tools
- Knowledge of human resources functional analysis

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting