Human Resources Job Function

HR Data Analyst IV
Grade: 58
Job Code: H0358P
Job Family: HR Data Analyst
Job Family Matrix: HR Data Analyst

Summary
Provide a broad range of reporting and data analysis for University-wide information needs. Responsible for developing, testing, and generating reports from a host of systems and delivering results to clients.

Core Duties
- Responsible for project leadership, project planning, design and implementation of workforce planning components of major workforce analytic efforts
- Interview business owners to understand business problem, document solution and timeline
- Write programs to analyze data in a complex data environment and advances cross-functional workforce planning projects thru project management and consultative services
- Define system requirements, conduct gap analysis and identify alternative solutions that meet project development standards as well as project milestones and deadlines
- Conceptualize, research, design and develop and deliver complex reports and analyses to support university workforce objectives such as; employee engagement surveys, workforce planning, compensation, benefits, and payroll programs
- Develop business applications to provide a comprehensive suite of Workforce planning self-service solutions from a variety of HRIS systems
- Member of cross-organizational end-user support team responsible for maintaining production systems including developing processes for triaging and addressing production support issues
- May conduct regression analyses of salary data to provide expected salary ranges of employees for new hire offers, equity reviews, or reclassification requests
- 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 7 years' relevant work experience

Additional Qualifications and Skills
- Master's degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skill, and reporting and visualization tools
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Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting