Human Resources Job Function

HR Data Analyst V
Grade: 59
Job Code: H0359P
Job Family: HR Data Analyst
Job Family Matrix: HR Data Analyst

Summary
Provide leadership in advocating for and expanding the use of workforce analytics; lead a variety of projects, data consulting, and quantitative analysis services to a broad range of University clients. Support strategic objectives based on an informed, fact-based, and analytical understanding of the workforce at Harvard.

Core Duties
- Advocate for the use of workforce analytics to support strategic decisions
- Lead a variety of special projects, data consulting and quantitative analysis services to a wide range of clients
- Lead efforts to provide information and in-depth analyses on the workforce at Harvard to senior leaders and decision makers
- Communicate and explain findings to various audiences in a way that makes an impact and is easily comprehensible
- Collaborate with University leaders responsible for strategy and decision making to identify and deliver key measures
- Member of cross-organizational end-user support team responsible for maintaining production systems including developing processes for triaging and addressing production support issues
- Oversee the development of a suite of workforce applications
- Conduct business needs gathering and assessment, data modeling, dashboard design, implementation of security rights, thorough testing, orchestrating releases into production, and announcing new applications to the wider audience and providing user support
- 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 8 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
- Advanced knowledge of human resources functional analysis

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting