

Human Resources Job Function

HR Work Life Analyst II

Grade: 56

Job Code: H1056P

Job Family: HR Work Life

Job Family Matrix: [HR Work Life Matrix](#)

Summary

Independently organize, and implement work/life programs and services and day to day operations; may include the child care scholarship programs.

Core Duties

- Administer child care scholarship program (applications, award notification, applicant assistance)
- Develop systems for gathering data and collect financial, utilization and satisfaction data
- Develop analysis plans and analyze quantitative and qualitative data within and across work/life programs
- Develop standard and ad hoc reports on utilization and program efficiency and report results in a variety of formats
- Conduct business process analyses and work with HRIS team to plan corrections and updates, and to develop potential new features
- Observe and measure trends related to demand and utilization
- Conduct modeling and provide projections for scholarship programs
- Create and maintain record of decisions made concerning policy development, policy interpretation, and case-by-case exceptions
- Provide assistance and counsel to ladder faculty
- 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' of relevant experience

Additional Qualifications and Skills

- Intermediate to advanced knowledge of Microsoft Office Suite, especially Access, Excel, and FileMaker
- Knowledge of statistical software and analysis
- Program management and customer service skills

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting