Classification Specification for Unclassified Service

**Title:** HR Business Analyst

**Pay Scale Group:** 18-01

**Essential Function**

Under general supervision from a designated administrator, this position provides HR business applications functional leadership and support, project management, and business process analysis.

**Characteristic Duties**

Responsible as functional lead and primary in-house expert for multiple HR systems, including but not limited to HRIS, performance management, recruitment software, etc., as well as the user roles & security configuration, data maintenance, and coordinating implementation and upgrade of those systems with UCIT and Business Core Systems;

Accountable for collaborating with HR colleagues to ensure clear, concise and accurate HRIS and HR system documentation is in place and remains updated and current;

Supports HRIS data quality and integrity by auditing and analyzing current data, data flows, as well as making suggestions for future improvements;

Researches, recommends, and implements methods to improve and streamline HR processes through the use of technology and/or process improvement;

Play a key role in the assessment and implementation of the appropriate levels of system functionality for the organization;

Produces and distributes a variety of reports for business needs using various systems and tools; provides analysis and interpretation of report data as required;

Creates and implements reporting capabilities to automate manual activities, improve processes, and enhance accuracy and efficiency;

May train HR staff on HRIS user functions, system utilization, and reporting;

Provides project management and project support to achieve strategic and tactical goals and supervises project teams in the development of plans, goals, objectives, policies, and procedures for completion of projects;

Acts as a change agent regarding strategy implementation and process improvements through appropriate communication, education/training and change management activities;

Maps and evaluates current business processes to provide a foundation for defining business activities and to further develop procedures, models, and operational processes;
Works on special projects as assigned;

Performs other related duties and responsibilities as required.

**Minimum Qualifications**

Bachelor’s degree with five (5) years of experience.

Degree must be in business administration or related field. Experience must be in business, fiscal or human resources programs.

Strong business knowledge in HR functions and processes.

Self-directed with a positive attitude and high energy level.

Strong trouble-shooting and critical thinking ability coupled with qualitative and quantitative analytical skills.

Strong analytical skills required, including a thorough understanding of how to interpret business needs and translate them into application and operational requirements.

Proficient project management skills and change management methodologies.