Title: Human Resources Analyst

Essential Function

Under general supervision from a designated administrator, perform a variety of human resources support responsibilities relating to the implementation and administration of human resources policies, procedures, and programs. Act as liaison between HR, Business Core, UCit, and Payroll departments to resolve HR systems issues and ensure master data integrity and management.

Characteristic Duties

- Investigate, evaluate and resolve HR systems issues, including but not limited to SAP master data integrity and management issues/problems.
- Act as liaison between the Human Resources Service Center, Business Core Systems, UCit, and Payroll departments.
- Monitor daily personnel action processing: develop and/or modify process documentation to ensure data integrity.
- Initiate periodic audit reports and make recommendations to ensure system credibility and improve procedures.
- Develop, maintain, & facilitate training programs to promote understanding of personnel action processes.
- Perform research and in depth data analysis.
- Serve as lead in assigning work;; provide guidance to ensure proper process and workflow.
- Keep abreast of HR system requirements.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in business, human resources, or related field. Experience may require at least one (1) year supervision.

Last updated: August 2008