Classification Specification for Unclassified Service

Title: Senior Human Resources Analyst

Pay Scale Group: 16

FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, develop and maintain HR metrics. Act as liaison between HR, Business Core, UCit and Institutional Research departments.

Characteristic Duties

- Create and maintain HR metrics dashboard.
- Perform research and in depth data analysis and make recommendations.
- Create standard and ad hoc reports.
- Develop and make presentations to HR and business units.
- Work in collaboration with Institutional Research, Business Core and UCit.
- Research best practices and implement new processes.
- Initiate periodic audit reports and make recommendations to ensure system credibility and improve procedures.
- Assist in the development and implementation of policies and procedures.
- Serve on various committees as needed.
- Keep abreast of HR system requirements.
- Perform related duties based on departmental need.

Working Conditions

- N/A

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 with Human Resources management systems is required. Experience may require at least one (1) year supervision.

New: August 2011

Last updated:

An affirmative action/equal opportunity institution