HRIS Analyst: HRIS Analyst I

Analyzes company needs, and works with programmers to design system specifications. Provide HRIS data entry. Implements and maintains specially designed human resources information systems and related policies and procedures designed to obtain, record, and process employee information. Recommends, implements, and plans for improvements, enhancements, and new applications to the system. Provides retrieval ability to produce employee information for analysis and decision making, statistical data, and other employee-related reports as required. Maintains, develops, and revises all manuals, tables, code lists, and documentation. May support several functional applications. Combines Human Resource knowledge with information retrieval skills.

Knowledge
Limited use and/or application of technical principles, theories and concepts.

Problem Solving
Develops solutions to routine technical problems of limited scope.

Discretion/Latitude
Work is closely supervised. Follows specific, detailed instructions.

Impact
Contributes to the completion of routine technical tasks. Failure to achieve results can normally be overcome without serious effect on schedules and programs.

Liaison
Contacts are primarily with immediate supervisor and other professionals in the Business Area.

Work Products (Examples include but are not limited to)
Participates on committee projects. Creates routine reports. Performs routine data entry into HRIS systems.

Minimum Education and Experience
0+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Basic MS Word and Excel skills.