

HRIS Analyst: HRIS Analyst II

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

Frequent use and application of technical standards, principles, theories, concepts and techniques.

Problem Solving

Provides solutions to a variety of technical problems of moderate scope and complexity.

Discretion/Latitude

Works under general supervision. Follows established procedures. Work is reviewed for soundness of technical judgment, overall adequacy and accuracy.

Impact

Contributes to the completion of milestones associated with specific projects. Failure to achieve results or erroneous decisions or recommendations may cause delays in program schedules and may result in the allocation of additional resources.

Liaison

Primarily internal company contacts. Infrequent inter-organizational and outside customer contacts on routine matters.

Work Products (Examples include but are not limited to)

Task lead for committees. Creates basic reports. Records and ensures the accuracy of monthly metrics reporting. Performs data entry tasks. Assists in resolution of basic data issues.

Minimum Education and Experience

2+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Intermediate MS Word and Excel skills.