

# HRIS Analyst: HRIS Analyst III

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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**

Complete understanding and wide application of technical principles, theories, and concepts in the field. General knowledge of other related disciplines.

## **Problem Solving**

Provides technical solutions to a wide range of difficult problems. Solutions are imaginative, thorough, practicable and consistent with organization objectives.

## **Discretion/Latitude**

Works under only general direction. Independently determines and develops approach to solutions. Work is reviewed upon completion for adequacy, in meeting objectives.

## **Impact**

Contributes to the completion of specific programs and projects. Failure to obtain results or erroneous decisions or recommendations would typically result in serious program delays and considerable expenditure of resources.

## **Liaison**

Frequent inter-organizational and outside customer contacts. Represents the organization in providing solutions to difficult technical issues associated with specific projects.

## **Work Products (Examples include but are not limited to)**

Researches programs/tools and develops recommendations. Records and ensures the accuracy of monthly metrics reporting. Analyzes metrics for trends. Creates semi-complex reports. Assists in resolutions of data issues. Serves as project manager for HRIS improvements.

## **Minimum Education and Experience**

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