

HRIS Analyst

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.

| | Level 1 | Level 2 | Level 3 | Level 4 |
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| | HRIS Analyst I | HRIS Analyst II | HRIS Analyst III | Sr. HRIS Analyst |
| Knowledge | Limited use and/or application of technical principles, theories and concepts. | Frequent use and application of technical standards, principles, theories, concepts and techniques. | Complete understanding and wide application of technical principles, theories, and concepts in the field. General knowledge of other related disciplines. | Applies extensive technical expertise and has full knowledge of other related disciplines. |
| Problem Solving | Develops solutions to routine technical problems of limited scope. | Provides solutions to a variety of technical problems of moderate scope and complexity. | Provides technical solutions to a wide range of difficult problems. Solutions are imaginative, thorough, practicable and consistent with organization objectives. | Develops technical solutions to complex problems which require the regular use of ingenuity and creativity. |
| Discretion/Latitude | Work is closely supervised. Follows specific, detailed instructions. | Works under general supervision. Follows established procedures. Work is reviewed for soundness of technical judgment, overall adequacy and accuracy. | Works under only general direction. Independently determines and develops approach to solutions. Work is reviewed upon completion for adequacy, in meeting objectives. | Work is performed without appreciable direction. Exercises considerable latitude in determining technical objectives of assignment. Completed work is reviewed from a relatively long-term perspective, for desired results. |
| Impact | Contributes to the completion of routine technical tasks. Failure to achieve results can normally be overcome without serious effect on schedules and programs. | 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. | 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. | Guides the successful completion of major programs and may function in a project leadership role. Erroneous decisions or recommendations would typically result in failure to achieve major organizational objectives. |
| Liaison | Contacts are primarily with immediate supervisor and other professionals in the Business Area. | Primarily internal company contacts. Infrequent inter-organizational and outside customer contacts on routine matters. | Frequent inter-organizational and outside customer contacts. Represents the organization in providing solutions to difficult technical issues associated with specific projects. | Represents the organization as the prime technical contact on contracts and projects. Interacts with senior external personnel on significant technical matters often requiring coordination between organizations. |
| Work Products (Examples include but are not limited to) | Participates on committee projects. Creates routine reports. Performs routine data entry into HRIS systems. | 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. | 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. | Researches programs and outside resources and prepares proposals. Creates complex reports. Records and ensures the accuracy of monthly metrics reporting. Problem solves to resolve data inconsistencies and issues. Serves as project manager for HRIS improvements. |
| 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. | 2+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Intermediate MS Word and Excel skills. | 5+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word and Excel skills. | 8+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word and Excel skills. |