

# HRIS Analyst: Sr. HRIS Analyst

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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**

Applies extensive technical expertise and has full knowledge of other related disciplines.

## **Problem Solving**

Develops technical solutions to complex problems which require the regular use of ingenuity and creativity.

## **Discretion/Latitude**

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**

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**

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)**

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**

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