Position Profile

Family: Information Technology
Level: PR7
Position Profile Title: Analyst-HRIS Business

Salary Grade	Minimum	Midpoint	Maximum
4	$44,496	$60,000	$75,516

PROFILE SUMMARY:
Positions in this job profile perform administrative, analytical, technical, and functional tasks in support of the functional areas of Human Resources Information Systems (HRIS). Positions analyze, research and make recommendations regarding HRIS related university systems. Positions share a community of interest with academic faculty, and include academic research, public service or instruction.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristics of the Analyst-HRIS Business profile is the responsibility to create, analyze and prepare data for and within HRIS systems at the university. Positions integrate this data analysis to provide support, review, and recommendations for the functional aspects of the systems.

PRIMARY POSITION RESPONSIBILITIES:
1. Applies knowledge of University policies and procedures to provide technical support for university wide HRIS applications, including improvements related to existing functionality; migration planning; rule and validation table maintenance, analysis of options, work order development, testing and implementation.
2. Engages in project management, including planning, implementation, outreach and communication efforts, training, and evaluation.
3. Coordinates and collaborates with stakeholders to develop integration of various processes and data imports/exports.
4. Ensures compliance with University policies, state and federal laws and regulations and system requirements.
5. Provides expert advice and support for user inquiries regarding the functional areas of human resource information system(s) HRIS.
6. Provides basic advice and support for user inquiries regarding the technical areas of human resource information system(s).

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions may affect a work unit or area within a department; the job may contribute to business and operational decisions that affect the department.

Decisions impact:
- Entire University
- Functions across the University
- Department/Unit
- Direct team

ACCOUNTABILITY:
Results are defined by senior leadership, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods.

Carries out work activities independently; supervisor/manager is available to resolve problems.

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RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit and University Wide to:
- Handle sensitive issues and facilitate collaboration at the highest level.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.

TYPICAL REQUIREMENTS:
Bachelor's degree in Business, Computer Science, or related field.

Experience performing analysis of Payroll or Human Resources functions and/or systems.

DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.