

The University of Akron
Classification Specification

Job Title: HR Data Analyst
Job Function: Staff
Job Family: Classified
SOC Description: 4000 Business / Administrative Division

Job Code: 44176
Grade: 118
FLSA: Non-Exempt
Date: 3/18/0/07

Job Summary:

Assist in the support of business reporting needs for both internal human resources and university business processes and external customers. Respond to reporting requests including but not limited to survey data, information requests from internal and external correspondents, audits, and public records requests as assigned. Assist with the creation of Human Resources analytics to provide "dashboard" data for use in business intelligence. Provide support to IT Business Analysts with relation to Human Resources data. Perform troubleshooting and analysis to ensure the accuracy of system data.

Essential Functions:

30% Develop ad hoc reports in response to internal human resources and university business processes, information requests from the campus community, external customer inquiries, and data audits. Provide data for analytical support in system and business process enhancements to improve and create efficiencies and for compliance with University policy and laws. Assist with the analysis and troubleshooting for all reporting data output.

20% Provide external reporting/survey data compilation and distribution. Respond to public records requests initiated by the Office of General Counsel. Assist with the compilation of the HEI data for HR files submission to the Ohio Board of Regents.

15% Provide support to all areas of Talent Development and Human Resources in the maintenance of the Talent Development and Human Resources website utilizing dotCMS.

15% Assist in the creation and maintenance of Human Resources analytics to provide "dashboard" data for use in business intelligence. Provide support to the IT Business Analyst function with relation to Human Resources data and system data tables.

15% Support the preparation of personnel action and other reporting requests for submission to the Board of Trustees. Provide support for special projects as assigned to implement new policy, system modules or support other HR initiatives during peak periods.

5% Perform online data testing and analysis for upgrades and business process reengineering, troubleshoot questions related to data conversions, audit data in conversions

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years work experience with data management and reporting in an office setting preferably within a human resources environment. Strong analytical and problem solving skills required. Possess a strong attention to detail. Excellent written and verbal communication skills required. Strong computer skills including experience with Microsoft Excel required. Experience with database administration, ad hoc query writing and higher education work environment preferred.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.