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| **Job Title:** | Sr HR Data Analyst | **Job Code:** | 44177 |
| **Job Function:** | Staff | **Grade:** | 119 |
| **Job Family:** | Classified | **FLSA:** | Non-Exempt |
| **SOC Description:** | 4000 Business / Administrative Division | **Date:** | 3/18 |

**Job Summary:**

Support business reporting needs for both internal human resources business processes and external customers. Manage and respond to all reporting requests including but not limited to audits, survey data, internal and external information requests and public records requests. Create and maintain 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:**

40%   Coordinate and develop the writing of ad hoc reports in response to internal human resources business processes, information requests from the campus community, external customer inquiries, and data audits. Oversee the salary administration process including the preparation and distribution of salary increase worksheets for all collective bargaining and non-bargaining employees.   Provide data for analytical support in system and business process enhancements to improve and create efficiencies and for compliance with University policy and laws. Perform analysis and troubleshooting for reporting data output.

20%   Manage external reporting/survey data compilation and distribution including salary surveys and HEI data submission to the Ohio Board of Regents. Respond to public records requests initiated by the Office of General Counsel.

15%   Create and maintain Human Resources analytics to provide "dashboard" data for use in business intelligence.

10%   Oversee and manage the preparation of personnel action activity and other reporting requests for submission to the Board of Trustees.   Supervise the preparation of additional reports including but not limited to notification letters/certificates of appointment, etc.

10%   Provide support to the IT Business Analyst function with relation to Human Resources data and system data tables. Coordinate and manage the online data testing and analysis for upgrades and business process reengineering, troubleshoot questions related to data conversions, audit data in conversions.

5%   Provide support for special projects as assigned to implement new policy, system modules or support other HR initiatives during peak periods.

**Education:**

Requires a relevant Bachelor's Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years work experience with data management and reporting in an office setting preferably in a human resources environment . Strong analytical and problem solving skills required.   The ability to apply and communicate critical thinking and data analysis utilizing excellent written and verbal communication skills required.   Strong computer skills including advanced experience with Microsoft Excel to include working with formulas, pivot tables and the ability to manipulate and validate data required. Experience with database administration, ad hoc query writing and a higher education work environment preferred.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Job is physically comfortable;   individual is normally seated and has discretion about walking, standing, etc.   May occasionally lift very lightweight objects.

**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.