UNIVERSITY OF SOUTHERN CALIFORNIA

Senior HRIS Analyst (Centralized)

Job Code: 165561

OT Eligible: No

Comp Approval: 5/16/2017

JOB SUMMARY:
This position is responsible for designing, creating and implementing HRIS modules and functionality in Workday. The Senior HR Analyst identifies and analyzes new system opportunities and recommends new features, serving as a liaison with outside vendors to ensure smooth integration. The position is also responsible for resolving the more complex and escalated requests and technical problems, ensuring that issues are resolved in a timely and effective manner. The Senior HR Analyst is a Subject Matter Expert (SME) that determines the requirements for and designs a variety of Workday reports, ensures data integrity, and provides consultation to stakeholders, managing individual projects and leading small to medium-sized projects. The position also provides guidance and counsel to other team members, and stays informed of relevant trends and developments in the field to maintain up to date knowledge.

JOB ACCOUNTABILITY:

*E/M/NA % TIME

Participates in or leads implementations of new modules and functionality of the university’s HRIS in Workday, including Human Capital Management (HCM), Absence Management and various additional modules. Designs, develops, enhances and maintains HRIS enhancements such as employee and manager self-service functionality and workflows. Oversees testing enhancements, modifications and functionality in order to confirm system capabilities and specifications.

Identifies opportunities for automation via data feeds to vendors or other methods. Serves as the liaison with vendors on technical and support inquiries. Reviews system upgrades and upcoming functionality. Analyzes and recommends new features.

Resolves escalated and more complex department and/or user requests including those received through the Dovetail Management system from the HR Service Center. Researches solutions and resolves technical problems. Ensures processes are completed properly, information is available and requests are handled in a timely manner. Resolves long-term project requests.

Serves as subject matter expert for HRIS and reporting capabilities. Partners with HR team to define requirements for and design HRIS reports to support HR analytics, provide audit support and enhance self-service. Creates ad-hoc reports as necessary.

Provides leadership and training to other team members as appropriate, reviewing problem solving approaches, solution designs, and testing results. Takes responsibility to ensure team activities are effective and meet business objectives.

Ensures data integrity through regular data validations, correcting and organizing data to upload into the HR system as needed. Performs mass data updates, exports, imports, and clean-ups. Researches and reports on data discrepancies. Implements new functionality or upgrades.

Manages individual projects and leads small to medium-sized projects.
Provides consultative services on best and most efficient ways to configure Workday modules and solve configuration problems that affect other systems, delivery, etc. Facilitates and/or assists with new functionality or with enhancements/changes through large scale projects requiring existing system configurations in Workday.

Works closely with internal clients/users to drive requirements, devise and implement solutions and build new functionality that will solve business needs.

Writes and delivers custom reports that summarize or analyze data ranging from the simple to moderately complex to meet and support university business needs in areas such as open enrollment/benefits, performance management, absence management, compensation, payroll, etc. Conducts data analysis on human resources data, as requested.

Leads or participates in meetings for purposes of collaborating with others in efforts to find systematic and/or innovative Workday solutions that meet university business needs.

Maintains current knowledge and awareness of new developments and technologies by reading journals and other pertinent publications, notifications and participating in professional organizations, meetings, workshops or seminars.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 7 years

**Minimum Field of Expertise:**

- Experience working with human resources information systems including systems implementation and configuration. Demonstrated working knowledge of HRIS software and systems, particularly Workday. Knowledge of database maintenance basic concepts. Demonstrated analytical, communication, organization, critical thinking, and customer service skills. Ability to maintain a high level of confidentiality. Ability to demonstrate close attention to detail.

**Preferred Education:**
Bachelor's degree

Preferred Experience:

10 years

Skills: Administrative:

Communicate with others to gather information
Conduct meetings
Coordinate meetings
Customer service
Gather data
Prioritize different projects
Research information
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software

Skills: Technology:

Applications/systems development methodologies
Business requirements tools and techniques
Configuration management
Database administration and management
Database design tools and techniques
Incident/problem management
Operating systems
Project management tools and techniques

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

Comments:

Evening or weekend work may be necessary to meet deadlines or solve specific problems.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
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