Human Resources Business Analyst

Position Number: 00022163
Department: System Office of Human Resources
Campus: UMS-SWS
Date of Issue: September 2013

I. Primary Purpose of Position

This position supports the functional leads for Human Resources and is responsible for identifying opportunities for improving HR processes using technology to eliminate problems that affect productivity, output, efficiency, and accuracy. The HR Business Analyst works with management, functional leads and users to analyze, design, implement and/or support business applications and systems.

II. Essential Duties

Under the direction of the Senior Employee Benefits Analyst and in consultation with the HR functional leads, coordinate the continued operation of MaineStreet and other technical applications for Human Resources:

1. Support functional leads in initiating and facilitating cross-functional and multi-campus committees to complete projects making recommendations for solutions or improvements that can be accomplished through new technology or alternative uses of existing technology to improve employee service and functionality, maximize efficiency and minimize cost.

2. Lead cross-functional linked teams to address business or systems issues to determine how best to use applications to support activities by analyzing and communicating stakeholder needs and translating business requirements into software requirements. Partner with system and campus users to identify, evaluate, and develop systems and procedures that are cost effective and meet user requirements.

3. Coordinate/facilitate technology and business process changes required to support the transition to and ongoing support of shared expertise and services operations.

4. Document and evaluate required data and information. Insure that technology is thoroughly tested, properly utilized and structured to support the reporting and strategic planning needs of the UMS and to maintain the daily business processes and reporting needs of administrative units.

5. Act as liaison between HR stakeholders, staff or end users, and the software development or information technology team. Participate in design reviews during patch release phases and new features and products. Coordinate communication efforts in relation to change management, enhancements, releases, and business process changes ensuring HR stakeholders are aware of issues and pitfalls.

6. Monitor applications and/or programs to safeguard classified, private or other sensitive data; produce reports or statistical information and design security roles to support this function.
7. Support the implementation of major software upgrades. Communicate how upgrades will impact configuration, business processes, customizations, and reporting. Advise the best course of action to minimize impact and maximize use of the application and functionality by developing use cases, business process models, and decision models.

8. Create up-to-date Process Documentation and Quick Guides for end users including managing, creating and updating UPK content; advise and train staff as needed.

9. Serve as lead webmaster for System Office of Human Resources internet and intranet sites managing content and design of all web content.

10. Participate in the maintenance of tables for the benefits function of PeopleSoft software. Create and modify benefits program parameters as changes to university benefits programs occur. Work closely with the Senior Benefits Analyst and staff responsible for benefits program design in order to accurately implement benefit plan provisions.

III. Nonessential Duties

Provide support as necessary to assist with the implementation of any application as required.

IV. Supervisory Responsibilities

None.

V. Reporting Relationship

Reports to Senior Benefits Analyst.

VI. Knowledge, Skills and Abilities

Required:

1. Strong interpersonal and negotiation skills.
2. Strong administrative, communication and organizational skills.
3. Strong interest in and facility with managing data systems.
4. Strong team membership/performance and collaboration skills.
5. Strong problem-solving and analytical skills
6. Ability to focus with close attention to detail

Preferred:

1. Ability to self-manage commitments and deadlines.
2. Functional knowledge of Oracle PeopleSoft Human Resources
3. Knowledge of project management and ability to support or manage project teams.
**Core Competencies:**
1. Ability to identify efficient and cost effective approaches to integrate technology and improve program effectiveness.
2. Ability to identify and analyze problems and provide solutions.
3. Ability to persuade and gain cooperation from others to obtain information and accomplish goals.

**VII. Qualifications**

**Required:**

1. Bachelor’s degree or equivalent combination of education and relevant experience in information technology, higher education administration, or human resource management.
2. One to three years’ experience in human resources, employee benefits or information technology.

**Preferred:**

1. Information technology experience in higher education setting.

**Note:** University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

**Signatures**

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee  ___________________________  Date  ______________

Immediate Supervisor  ___________________________  Date  ______________