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# Example of Analyst, HRIS Job Description

Our innovative and growing company is hiring for an analyst, HRIS. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, HRIS

* Develop cyclical and ad-hoc HR reports, HR tools utilizing MS Excel, MS Access
* Manage the day-to-day and year-end operations of the HRIS
* Execute biweekly interfaces between the HRIS the company’s performance management system
* Support HRIS Operations department, perform ongoing employee data analysis, validation, and corrections
* Support quarterly SOX compliance filings
* Assist in the testing of system upgrades, on-going enhancements, or new applications
* Develop ad hoc and routine queries and reports, and assist with projects
* Assist in maintaining training documents
* Develop project definition in partnership with business sponsors for multiple, concurrent or large projects
* Develop robust business cases with recommendations of evolving technologies to include fit with existing application infrastructure, scalability, reliability, availability and serviceability for the company, while identifying trade-offs and risks associated

## Qualifications for analyst, HRIS

* Experience with PeopleSoft or other HR information systems
* Must have knowledge of relational database management systems
* Must have demonstrated expertise in consulting with managers, supervisors, & employees
* Must be able to communicate effectively and tactfully with managers and all levels of personnel
* Must be adaptable and comfortable in an environment undergoing change
* Bachelor’s degree in Business, Computer Science, Human Resources or related field