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# Example of Analyst, HRIS Job Description

Our growing company is hiring for an analyst, HRIS. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for analyst, HRIS

* Liaise with vendor on technical issues, test and implement solutions when needed
* Write, maintain, and support a variety of HR reports
* Maintain data integrity by running queries and analyzing data
* Run monthly and ad-hoc HR reports
* Develops, designs, builds, tests, implements, maintains and enhances HRIS systems, tables, codes, and security
* Identify and collect relevant data for the creation of ad hoc and scheduled HRIS reports
* Lead human resources efforts in evaluating and selecting a HRIS business solution to meet immediate and long-term organizational needs
* Manage HRMS System (UltiPro) vendor relationship and service plan agreement
* Respond to annual employee data report requests
* Utilize and customize statistical and metrics reports

## Qualifications for analyst, HRIS

* Bachelor’s Degree in Information Systems Management or Human Resource Management required or equivalent education and experience combined
* A minimum of three (3) years of experience in HRIS Administration required
* Experience with Kronos & ADP HRB and Payroll required,Workday preferred
* Must possess a strong understanding of HR/PR processes and administration to ensure compliance with appropriate federal and state legislation
* Advanced proficiency in Excel a must
* Knowledge of Success Factors (Admin or end-user experience) is highly preferred