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# Example of Analyst, HRIS Job Description

Our company is looking to fill the role of analyst, HRIS. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst, HRIS

* Assist in the requirements gathering, testing and change management of system implementations, upgrades, patches and enhancements
* Build effective relationships both within and outside the department
* Perform regular audits of data in the HRIS system to identify inconsistencies
* Monitor quality levels for various processes and workflows
* Partner with other team members to manage the delivery of projects including configuration changes and functionality deployment (including configuration, testing, documentation, peer review, sign off, training, change management )
* Assist with “Tier 1” support questions from end users
* Participates in implementation and updates of HRIS modules
* Consults with end users on basic to mid-level reporting solutions
* Queries or extracts data from the HR repository, utilizing the Business Objects tool
* Analyzes HR functional area data

## Qualifications for analyst, HRIS

* Hands On” experience with Jobvite applicant tracking system in a system administrator capacity
* Advanced skills in the use of Microsoft Excel (Pivot Tables, VLookUp, and Macros)
* Effective organizational and interpersonal skills including written and verbal communications skills
* Knowledge of HR business processes, procedures, terminology, and compliance requirements
* Working knowledge of HRIS and concepts and configuration
* Bachelor’s Degree specializing in Business, MIS, Human Resources or related field, OR equivalent work experience in human resources within a business environment