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# Example of Business Analyst HR Job Description

Our growing company is looking to fill the role of business analyst HR. 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 business analyst HR

* Maintains, develops and revises HR system training manuals and web-based documentation
* Provides training, including developing user procedures, guidelines and documentation for new and existing users of various systems
* Maintains awareness of current trends in HRIS and software development and stays abreast of trends and new methods in information systems training, material, and techniques
* Working on and completing multiple projects and deliverables with limited supervision and be able to work both independently and in a team environment as needed
* Maintains system tables, system security, and system business rules
* Manages, coordinates, tests, implements and supports future enhancements, system upgrades and "hot fixes" as delivered by Dayforce
* Assists with creation of new reports in Ceridian Dayforce as needed by primary users
* Becomes the Primary support resource for the Ceridian Dayforce application, includes researching questions that come up and provides detailed feedback
* Obtains feedback and new system needs from the HR department and communicates them for feasibility and scoping
* Works to help audit data in the Ceridian Dayforce application on a continuous basis to ensure data integrity

## Qualifications for business analyst HR

* Working experience within financial services would be desirable but not essential
* Understanding of data modelling and detailed functional design
* Candidate must possess at least a Bachelor's Degree in Human Resource Management or equivalent
* Bachelor’s degree and 1 – 2 years’ experience in HRIM is preferred
* Leading Bank
* Works Compensation