Downloaded from <https://www.velvetjobs.com/job-descriptions/business-analyst-hr>

# Example of Business Analyst HR Job Description

Our innovative and growing company is searching for experienced candidates for the position of business analyst HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business analyst HR

* Remain current with industry HCM solutions and capabilities
* Maintain records and prepare reports and correspondence as required
* Analyze/interpret business requirements and perform current/target/gap/impact analyses
* Challenge assumptions made by either the business or IT
* Support end-users with HR functional application and business expertise
* Provide employee relations support to the business
* Based upon business needs, create, maintain and deliver HR metrics to support the business in making decisions
* Collaborates with business SMEs to understand business functionalities and processes
* Produce deliverables that adhere to quality standards and comply with Application Development procedures and practices
* Mapping the current state and future state of all HR process's across the campus

## Qualifications for business analyst HR

* Experienced with HR/payroll systems
* 3 years of relevant experience including experience applying analytical methods to business problems and driving improved decision-making and outcomes
* Knowledge of diversity and inclusion concepts and programs
* Strong ability to translate business questions/needs into appropriate analytical problems, do high-quality analysis, and turn outputs into concrete, actionable business insights
* Statistical software knowledge and experience is desirable (SPSS, SAS, R or the like)
* Comfortable with ambiguous requests from management, and able to effectively turn them into detailed work plans and contracted deliverables that meet customers’ needs