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# Example of Business Analyst HR Job Description

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

* Configuration of system to meet the business needs
* Plays a lead role in the implementation an HRIS solution, commission system upgrade and other HR systems as part of an overall multi-year business strategy
* Develop and deliver program for user training as related to new application rollout, preparation of user documentation
* Financial Management – Establish monthly process to audit all payments and allocations processes are completed on-time
* Database Management & Development – Manage and continuously evolve the current GMI database to ensure that we have complete and accurate data required for comprehensive reporting and analysis
* Project Management - Actively manage the timeline and deliverables of projects, focusing on interactions within the team including managing expectations and prioritization to stakeholders
* Own and drive analyses of HR and business outcomes data to identify relationships and trends
* Help our team ensure data accuracy and a seamless implementation of new Workday functions and features
* Build reports to support Payroll, Benefits, Time Tracking and other areas of the Workday product
* Actively participate in the Workday Community and regional user groups

## Qualifications for business analyst HR

* Focusing on new technologies and emerging business needs to identify product and business opportunities
* Building technical design specifications based on business requirements
* Collaborating with your colleagues on the team to design and configure solutions in the force.com platform, Sharepoint, Linguistics and other applications to solve business problems and provide assistance for escalated requests
* Consulting with IT and business project teams on newly proposed solutions and be the technical lead for projects
* Meeting with clients to gather requirements and ensure client's technical objectives are understood
* Ensuring that all application, software and database problems are solved in a timely and efficient manner including participating in disaster recovery operations