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# Example of HCM Consultant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HCM consultant. 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 HCM consultant

* Conduct discovery activities to understand customer requirements, timeline, and scope of the engagement
* Develop and deliver Customer Enablement programs as outlined above, including end-to-end feature deployments
* Keep up to date with industry practices in HCM, Talent Management, Compensation, and be able to engage with the client on those topics
* Work with clients in workshop and interview settings to identify HCM processes that can be enhanced through the use of technology-based solutions
* Assist clients in the prioritization of HCM process change initiatives and/or technology investments developing Strategy Maps that lay out timelines for achieving related milestones
* Facilitate workshops to review clients’ current HR Systems landscape recommend ways to reduce/avoid costs and to deliver positive business value
* Consult our clients with people, process, workflow, and operating procedures
* Be responsible for both CRP and parallel testing
* Resolve taxation issues
* Understand and adhere to established project management policies and procedures

## Qualifications for HCM consultant

* Educate the customer on software setup and technical requirements
* Participate in customer project team meetings, ensuring design & configuration actions are documented and executed
* Complete configuration documents in partnership with the customer
* Configure the Cornerstone application to meet Customer’s specific business process requirements
* Design and configure system reports to meet client’s decision-support and compliance requirements
* Assist in data mapping activities to support migration to and integration with CSOD