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# Example of HR Analyst Job Description

Our growing company is looking for a HR analyst. 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 HR analyst

* Apply knowledge of CU business processes, product and functional best practices, and related technology trends to guide campuses toward appropriate HR technology solutions
* To ensure all HR systems and kept up to date with accurate data
* Train new team members in running reports and obtaining data
* Preparing monthly reports and statistics
* Producing accurate reports for Senior Management
* Ensures organizational changes (new hires, terminations, manager changes, ) are updated in the HRIS system in a consistent, efficient, timely and accurate manner
* Interprets monitors and analyzes HR data and metrics (new hires, headcount, termination, turnover, promotion, year-end comp, talent and performance management, ) to create repeatable consistent reports/queries across the business functions
* Partner with COE to drive a plan for transitioning Tier 1 work into Shared Services from HR partners
* Deep dive to understand associate experience in program phases, locations, fields of study
* Complete ad hoc analyses across multiple sources of data with the goal of informing strategy and influencing change

## Qualifications for HR analyst

* Provide administrative support for the Global Head of Diversity & Inclusion and a Managing Director in Talent Development – schedule meetings, arrange travel (flights, hotel and car service), maintain calendar, answer calls, manage business-related expenses, update and maintain team contact list and organizational chart, prepare presentations and meeting materials, book meeting rooms, author and compile meeting minutes
* Maintain and update various reports as necessary
* Strong results focus and ability to deliver
* Must be a current CU employee
* A minimum of three years using PeopleSoft HCM/CU Careers (HRMS/Jobs at CU)
* Three years of experience working at CU in a Human Resources capacity