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

# Example of HR Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HR analyst. 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 HR analyst

* Evaluate, analyze, and provide relevant data to decision makers by asking the questions required to understand how the data will be used Suggest ideas for improving accuracy and efficiency of HR related processes and systems? Deliver training and coaching to the business on key HR processes, such as development planning, compensation
* Assist in various compensation functions including running quarterly reports, participating in salary surveys, conducting job evaluations, and creating ad hoc reports
* Deliver changes to HR systems in a controlled and appropriate way where changes are clearly analysed, defined and documented, tested, and signed off
* Document requirements & functional specifications to support change requests / project requirements
* Analyse HR business requirements and functional system and process design documentation to develop Test plans, Test Scenarios, test cases and detailed test scripts including System Tests, Integration Tests, and Performance and User Acceptance Tests
* Co-ordinate with Configuration Analysts, SaaS partners and DLG technology partners to prepare the system environments and resources for pre-production testing of changes
* Undertake independent testing of system configuration changes and work with the applications team to resolve any issues that arise out of the testing process
* Develop training materials in conjunction with the Learning and Capability team, prior to change implementations (creation of QRG’s, support for other training material requirements identified)
* Create / update process maps and business processes prior to change implementations
* Work effectively as Project And Change Execution (PACE) Owner to support requestors and sponsors of change requests, managing assigned CR’s to completion, providing status updates, and deputising for the HRIS Change Manager to PACE and Change Advisory Board (CAB) meetings

## Qualifications for HR analyst

* Self -directed with the ability to work independently and part of a team
* Bachelor’s Degree in HR, HRIS, Management, business, or related field
* Experience with statistical modeling essential
* 1 year of experience in an HR environment
* Experience with working in a corporate environment
* Ability to interact with all levels of staff, including firm executive leadership and external vendors