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# Example of HR Data Analyst Job Description

Our growing company is searching for experienced candidates for the position of HR data analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR data analyst

* Manage the regular social HR reporting and related analysis
* Assist in the monitoring and analysis of social control reporting including salary costs and budget forecasts
* Identify and proposing improvements/automatization in the daily activities
* Act as an internal facilitator in order to train internal stakeholders appropriately
* Report to the Manager regarding the above
* Develop and maintain complex HR reports & metrics using data from multiple HR data sources
* Perform complex data analysis to support workforce planning, headcount & turnover reporting and other metrics
* Help maintain data integrity in systems by running queries & performing regular data audits
* Identify test scenarios, develop test scripts, and execute testing in support of system quarterly updates, enhancements and application fixes
* Responsible for design & development of new system functionality based on business requirements while maintaining existing configurations in Successfactors

## Qualifications for HR data analyst

* Minimum 1 year of HR Data Systems experience, preferably SAP HCM ECC 6.0
* Responsible for maintaining accurate
* Bachelor’s degree in Applied Mathematics, Computer Science, Economics, Human Resources, I/O Psychology, Statistics, or similar discipline and 2-4 years of related experience
* At least 4-year experience as a Data Analyst
* Possess working knowledge of data warehouse, data model, and data governance concepts
* Strong competency in developing and maintaining Qlikview dashboards