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# Example of HRIS Business Analyst Job Description

Our growing company is searching for experienced candidates for the position of HRIS business analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HRIS business analyst

* Review data and liaise with key contacts to identify correct conversion mapping and configuration needs
* Identifies needs for new department nodes and security permission lists to manage changing business needs
* Ensure that all deliverables are completed in accordance with Project Management direction
* Bachelor’s degree in Computer Science, Information Systems or another related field
* Identify, analyze and document detailed business requirements across business functions
* Develop business data requirements in the form of business and data models
* Work with Oracle Support team on resolving system issues, data fixes and patches to resolve system issues and support the month-end close process
* Researches new technology and evaluates potential applications within the department
* Meet with decision makers, systems owners, and end users to define business requirements, establish systems goals, and identify and resolve systems issues
* Lead design sessions in prototyping new systems for purpose of enhancing business processes, operations, and information process flow

## Qualifications for HRIS business analyst

* Solid understanding of HR Processes and data
* Experience with project management for implementation of HR systems
* Bachelor’s degree in HR/Information Systems/Business major or related field
* Experience with TCC preferred
* Degree (and above) in Information Technology or Computer Science
* Oracle HR and Excelity experience preferred