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# Example of HRIS Business Analyst Job Description

Our company is looking to fill the role 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

* Develop and maintain HR systems integrations with other business systems and external vendors
* Maintain system training materials and provide needed training to HR and employees
* Design and lead user acceptance testing
* Leads project efforts and provides deep subject matter and application expertise and impact analyses for business and IT
* Serve as primary mentor to other team members, divisional employees and IT team members to ensure sufficient cross-training in supporting applications
* Provide risk analysis, diagnosis of application related process deficiencies and/or problems solution, and resolution efforts
* Develop partnership with customers and IT staff to resolve problems and escalate as necessary
* Develop schedules and/or plans for projects and provides input on resources necessary for effective project execution
* Create and maintain HRMS set-ups for functional areas such as Jobs, Elements, Costing, Compensation, Benefits, Benefits Enrollments, Performance management
* Provide global oversight for Workday platform as technical SME and integration expert

## Qualifications for HRIS business analyst

* Experience with HR Data analytics & Dashboards
* Strong and wide knowledge of HR systems
* BS degree in Computer Science or related field and equivalent practical experience
* Must be customer centric and have the interpersonal skills necessary to manage business and technology relationships
* Bachelors in Computer Science, Engineering, or Business Administration
* HRIS implementation experience (Workday)