Example of Configuration Analyst Job Description

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Our innovative and growing company is looking to fill the role of configuration analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for configuration analyst

- Load, manipulate, audit, and report on data and make complex mass changes, conversions, or other direct data updates to data, as considered necessary
- Propose, document, and implement new or revised processes to improve data integrity and promote the consistent use of data
- Assist with broadening internal knowledge of Workday configuration through knowledge transfer training and documentation
- Actively participate in the Workday Community, training and regional user groups to ensure awareness of current trends and innovation
- Act as tier one - three support for end-users who are experiencing difficulties in using HR/Legal systems
- Provide frequent and clear communications regarding the status of initiatives, keeping stakeholders informed of changes and work that is in progress
- Be resourceful in a fast-paced environment
- Ensure production baseline is maintained during system development and implementation lifecycle
- Partner with cross-functional teams in the development, testing and implementation of enhancements / releases (new integrations, Workday updates)
- Act as a liaison with Corporate IT and Change Management partners

Qualifications for configuration analyst

- Accountable for any Changes to CI Records (CI Record Owner)
- Accountable for any Reporting activities providing a service management (Technical) view on data of his scope
- Handles quality issues impacting data of his scope
- Performs any necessary verification or audit to ensure that all required data is provided to Service Management
- Documents control procedures and work-instructions and defines data access policies to ensure that the security level required by client and internally are met