



# Example of HR Analytics Job Description

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Our growing company is looking for a HR analytics. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR analytics

- Monitor compensation-related regulatory compliance
- Lead or take a key role in global compensation projects as assigned
- Efficiently merge large amounts of data to lay the groundwork for analysis
- Design flexible scenarios and models that answer business questions
- Create data visualizations that make complex data easier to understand, and package the data story into a polished presentation for Leadership review
- Run quarterly incentive projections for cash and deferred compensation pools to support the Company-wide budgeting process
- Help design and build workforce planning dashboards, reports and insight presentations for key areas of interest to the Company
- Produce competitive analyses for investment and sales teams as part of the annual investment and commission plan reviews
- Create ad hoc models to answer people-related business questions on compensation, incentive pay composition, workforce composition, investment team stability
- Support Executive Compensation analysis for Compensation Committee meetings

## Qualifications for HR analytics

- Good understanding of HR, Payroll, and/or Finance business processes
- Experience with an HRIS such as ADP EV5, PeopleSoft or Lawson

- 1+ year in a business environment, gathering and using data to solve business problems
- 2 years management consulting, investment banking, or similar experience a plus
- 2 years of experience in database querying and understanding of relational database design required