



# Example of HR Analytics Job Description

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Our growing company is looking to fill the role of HR analytics. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR analytics

- Use consulting skills to determine and articulate internal customer business questions to develop the best approach for data analysis
- Design and execute projects to analyze, interpret and recommend actions to address key workforce issues
- Merge employee data from multiple systems to identify organization trends related to attracting, developing, engaging and retaining talent
- Create and maintain weekly, monthly and quarterly workforce metrics and analysis and develop processes to streamline the compilation of periodic reporting/analysis
- Collaborate with subject matter experts across HR and other business areas
- Supports several aspects of a function's Functional Excellence efforts
- Participates in the development and implementation of global functional excellence initiatives
- Models business scenarios with data that be used for forecasting, hypothesis testing, educating stakeholders on possible outcomes
- Develops innovative testing, validation communication techniques around scenario based testing and modeling
- Provide HR operations services in collaboration with the Global HR Operations teams such as payroll and talent acquisition services

## Qualifications for HR analytics

- Experience to succeed in this role would typically be 3-5+ years in an Analyst

- Education to succeed in this role would typically be a Bachelor's degree or higher in a related or technical field (human resources, statistics, finance, ) or equivalent work experience
- Experience in Financial Services or consulting is a plus
- Analytical mind-set and excellent attention to detail
- Bachelor's degree in Psychology, Organizational Behavior, STEM field or military experience
- At least 2 years of experience in project and program management for large, cross-functional programs