



# Example of HR Analytics Job Description

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Our company is growing rapidly and is looking to fill the role of HR analytics. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR analytics

- Conduct Initial Needs Assessment for HR requests and recommend solutions
- Research compensation and provide recommendations
- Present methodology and conclusions of analyses to a variety of recipients including peers, management, and senior executive teams
- Assess current reporting capabilities and make recommendations for improvement
- Utilize project management skills and indirect leadership skills to facilitate projects
- Support HR initiatives (e.g., workforce planning, succession planning, talent management, talent acquisition, ) by collecting and consolidating data, performing statistical analysis, and summarizing /reporting results and key trends
- Identifies key data requirements and acquires data
- Acts as Liaison between HR teams
- Examine and reengineer business processes and assures that all HR information systems integrate with other corporate management information systems initiatives
- Provide management support to the HR function in the areas of people metrics, reporting, and advanced predictive analytics

## Qualifications for HR analytics

- Experience building a high performing team and ability to elicit feedback on recommendations and foster an environment of teamwork, customer satisfaction, communication, approachability, and empowerment
- Bachelor's degree required, advanced degree a preferred
- Five (5) or more years of experience designing Analytic solutions for a multi-location organization
- Five (5) or more years of experience with developing Reporting, Dashboards and Scorecards ensuring that business needs are met
- Bachelor's degree in in a numerical discipline such as Statistics, Applied Mathematics, Finance, Operations Research or Econometrics