



Example of HR Data Analyst Job Description

Powered by www.VelvetJobs.com

Our company is looking for a HR data analyst. 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 data analyst

- Management of all target employee data using the Data Management Tool (DMT)
- Liaise with HR Consultant to conduct due diligence on payroll data to identify any anomalies in regards to benefits diligence / alignment
- Partner directly with the HR GMs and Directors responsible for the Global Sales organizations and peers within Compensation, Global Diversity and Inclusion, Talent Management, to understand business problems and propose data driven solutions to proactively manage their talent agenda
- Generate regular reports on a variety of workforce data including demographics, employment data, and workforce trends
- Analyse data for specific initiatives, projects, programs Creates evidence based conclusions from data trends and facts
- Ability to develop surveys, build them in an online tool
- Understands and represents critical HR system foundational data and employee lifecycle data processes and programs, executes data transactions and corrections, and provides instructional support to employees, managers and partners on how to complete and correct self-service transactions
- Executes regular and periodic audits by interpreting data and validating entries for accuracy
- Suggests and implements adjustments to processes as business, systems, and regulations dictate
- Coordinate the Change Request process for new system programming

Qualifications for HR data analyst

- Ability to manage multiple responsibilities while effectively managing time, prioritizing assignments and working within deadlines
- Strong attention to detail and ability to maintain confidential information
- May be required to work varying schedules based on business needs
- Good customer service skills with an ability to handle multiple transactions and customer requests
- Good understanding of HR principals/ Employee Laws
- Relevant progressive work experience in this domain applying analytical methods to business problems, driving improved decision-making and outcomes