



Example of HR Systems Analyst Job Description

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Our company is searching for experienced candidates for the position of HR systems 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 systems analyst

- New HR Project evaluation and implementation
- System functional design
- System and UAT Test planning and execution
- Develop and deploy optimized analytical reporting using advanced system reporting techniques
- Participate on project teams as appropriate to implement new system functionality within the PeopleSoft HCM application
- Conduct unit, system, integration and regression testing of PeopleSoft bundles, maintenance pack releases, PeopleTools and Oracle upgrades, and CSU updates and fixes
- Undertake special projects as directed including working with other SME teams to facilitate cross training and coverage of all application areas
- Provide functional production support for 23 CSU campuses and the Chancellor's Office by analyzing and troubleshooting campus application issues reported through Service-now cases
- Create and maintain functional documentation required to support the CSU PeopleSoft HCM application
- Collaborate with all Application Development teams to understand and resolve campus application issues as needed

Qualifications for HR systems analyst

- Minimum 3 years' experience in Human Resources, Office Administration or Customer Service environment
- Owns highly visible, high risk processes such as incentive processing and data corrections
- Tracks, analyzes and reports on team metrics
- Bachelor's degree in Human Resources, Information Technology or related field required
- Report development experience required