



Example of HR Systems Analyst Job Description

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Our company is growing rapidly and is hiring for a HR systems analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HR systems analyst

- Effectively collaborate with technology vendors to research and resolve product defects
- Lead and participate in solutions options and product evaluations
- Evaluate HRMS' ability to meet various business requirements
- Manage projects and lead implementation teams, ensuring projects are successfully completed on time and on budget
- Interview end-users to understand and document functional requirements
- Translate end-user requirements into detailed program specifications
- Plan and perform the analysis, design, and testing of applications and interfaces to ensure that they conform to agreed upon specifications and are ready to be moved to production
- Participate in the planning, development and execution of system conversions and updates
- Create and execute test plans that ensure programs meet systems requirements and test results are properly documented and retained according to Internal Audit guidelines and policies
- Work with end-users, as needed, to develop, document, and execute test plans to ensure programs meet systems requirements

Qualifications for HR systems analyst

- Proficiency in Microsoft tools – PowerPoint, Excel, MS Project
- A minimum of 3 years of demonstrated proficiency in Workday Core HCM

- Knowledge and experience with networking, Web APIs, XML, SQL, TCP/IP, DNS, DHCP, firewall, proxy, physical and virtual database systems including cloud technologies
- 3-5 years of experience with force.com, Workday, Linguistics or related application
- Bachelor's Degree (computer science or mathematics preferred)