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

Responsibilities for human resources analyst

- Assist with review and preparation of collateral materials for open enrollment for actives, retirees and Cobra participants
- Assist with data audits throughout open enrollment
- Assist with data audits for year-end ACA reporting
- Attend on-site employee informational sessions as required
- Develops / evaluates alternative methods for solving human resource problems, gathers internal and external compensation and HR related data, conducts analysis/modeling and provides recommendations / guidelines for compensation, business issues, surveys, policies
- Applies a consultative and flexible approach in understanding business needs, conducting analysis and resolving issues individually or within cross-functional teams at all levels and across multiple areas with the organization
- Leads and manages merit and incentive process including salary budget surveys, modeling and recommendation for budget, final calculations and communication to management
- Develops, prioritizes, and completes both short and long term projects related to compensation, analytics, and • HRIS of varying complexity
- Identifies gaps, trends and potential issues
- Understand need, develops and provides communication materials, education and training

Qualifications for human resources analyst

- Must possess the ability to prioritize the day-to-day responsibilities and project related tasks
- BS or BA in Business Management with a concentration in Human Resources or similar degree
- 5 years minimum experience in HR Business Analysis, application design and development, testing and deployment
- Candidate with experience implementing HR solutions in Workforce administration, Time and Payroll, Service Delivery is preferred
- Ability to successfully manage time between day to day responsibilities and project involvement