



Example of Human Resources Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of human resources analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for human resources analyst

- Recommend solutions to ensure data improvements over time
- Audit and provide additional data checks with overall team
- Discover and document requirements using interviews, document analysis, requirements workshops, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis
- Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into detailed process documentation
- Develop consistent process documentation using natural language, containing all detail necessary for processors to learn and execute processes
- Coordinate process stress testing across different teams, document areas of weakness and collaborate with teams to strengthen processes and documentation
- Educate generalists on process, systems functionality and data entry
- Reinforce the HR Operating model transformation through day to day interactions with internal HR partners
- Expert knowledge resource for HR generalist and senior leadership regarding organizational structure and staffing needs
- Completes special projects/prepares analysis as required

Qualifications for human resources analyst

- Strong capability and comfort using Excel

maintenance and reporting

- Experience and aptitude in responding to multiple daily employee inquiries pertaining to benefits, preferably in an HR call center environment
- Strong technical knowledge of regulatory compliance for employee benefit programs (HIPAA, COBRA, ACA, ERISA)
- Ability to work independently and follow through on tasks and projects to completion
- Confident, professional demeanor