



# Example of Workday Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of workday analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for workday analyst

- Able to effectively use business tools
- Enhance and maintain the configuration of HR systems to ensure efficient business process automation
- Support HR and other end-users in the effective use of HR systems
- Work with the various HR system vendors to develop and maintain systems road maps and upgrade schedules
- Serve as troubleshooting resource and work with the various vendors to resolve complex systems issues
- Work with other IT teams to ensure efficient integration with other systems
- Work with HR Operations teams globally to understand the needs of the HR and related communities
- Coordinate end-user testing with each office
- Test and validate any system updates to HR systems
- Understand reporting requirements and match to Workday reporting capabilities

## Qualifications for workday analyst

- Experience with preparation and leading system, integration and user acceptance testing
- Advanced knowledge of MS Visio
- Preferred experience to include Cloud Connect, Workday Studio, EIB Templates, Informatica, XML, or Web Service Calls

- 3+ years HR Systems admin experience required, including Workday, IBM Kenexa BrassRing, Oracle HR, PeopleSoft, SuccessFactors, BusinessObjects, Crystal Reports, HTML, SQL, Excel Macros, Outlook forms, or Access queries
- IBM Kenexa BrassRing Workbench Certification required – Power User certification preferred