



# Example of Workday Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of workday 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 workday analyst

- Assist in testing the Workday solution
- Provide knowledge transfer sessions and mentor the team
- Complete the work assigned within the budgeted time allocated
- Ensure we take advantage of Workday best practices
- Provide status reports of overall project status
- Develop high quality deliverables and presentations (status, updates, read-outs, ) catered to the audience and with close attention to detail
- Workday Administration – System support, Optimization (maintenance, business process, security )
- Analyse business requirements, provide conceptual and detail design to meet business needs, perform necessary Workday configurations, write detail functional specifications for development, test and rollout the solution
- Prepare detailed estimates based on business requirements
- Responsible for understanding business requirements, analysis, proof of concept, configuration of Workday HCM product and creating documentation as needed

## Qualifications for workday analyst

- Strong understanding of HRIS and ERP systems
- Strong understanding of HR and Staffing business processes intra and inter-departmental functions and interdependencies

- Workday system application implementation with functional knowledge across at least one Human Resource function
- Experience on projects during design, configure/build, implement and stabilization phases
- Ability to effectively capture stakeholders' needs and be able to translate needs into system functionality