UNIVERSITY OF SOUTHERN CALIFORNIA

HRIS Data and Reporting Analyst

Job Code: 165555

Grade: 00
OT Eligible: Yes
Comp Approval: 4/10/2015

JOB SUMMARY:
Provides specialized HRIS support and development services for human resources related applications. Participates in operational activities and specializes in analytics, reporting and data management activities. Provides guidance and direction to technical project specialists.

JOB ACCOUNTABILITIES:

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Provides specialized HRIS support and development services for human resources related applications. Leads and actively participates in the analysis and implementation of solutions related to data integrity and consistency. Identifies data issues and validation problems, works with business owners on selection of best resolutions, and performs regular/operational updates in a proactive manner.

Provides guidance, and direction to technical project specialists including planning, scheduling, proposing, demonstrating techniques or procedures, coordinating resources, and tracking project status and health.

Schedules and prioritizes workloads. Ensures project activities are completed according to plan. Provides feedback on work assignments. Serves as primary contact and liaison with other university departments to ensure services are coordinated as needed.

Completes data conversion and automation tasks, including mass data updates and corrections related to business events and efficiencies.

Has responsibility for data conversions resulting from acquisitions and other business events.

Has responsibility for human resources report development and maintenance including initiatives to increase the effectiveness of institutional reports to minimize the need for individual department/user reporting. Troubleshoots and advises changes for report security. Consults with users on report design, project requests, and problem resolution.

Participates in development of life-cycle standards, processes, and governance for Workday mass data updates (e.g. EIBs).

Participates in the development of life-cycle standards, processes, polices, and governance for reporting design, analysis, and development.

Provides human resources application systems support for break/fix, enhancement, and operational activities.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential:  
☑️ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 2 years

Minimum Field of Expertise:
- Direct Workday HCM experience including production support for major human resources modules; configuration and problem solving in human resources, compensation, benefits, absence management, performance management, business process configuration, testing and troubleshooting; and advanced complex report writing with creation of custom fields.
- Expert level knowledge of Workday EIB tool including ability to perform mass updates to compensation plans, costing allocations, payroll input, and other functional areas.
- Project management experience for small to medium projects.
- Demonstrated organizational, critical thinking, interpersonal, planning, problem solving, and business analytical skills.
- Demonstrated ability to learn new concepts and functionality quickly and to work collaboratively as part of a team.

Preferred Education:
- Bachelor's degree

Preferred Experience:
- 3 years

Skills: Administrative:
- Communicate with others to gather information
- Coordinate work of others
- Customer service
- Gather data
- Input data
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software

Skills: Other:
- Analysis
- Assessment/evaluation
Coaching
Conceptualization and design
Human resource process and employment knowledge
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Project management
Scheduling

Skilled in:

Business requirements tools and techniques
Change management
Configuration management
Database administration and management
Database design tools and techniques
Incident/problem management
Project management tools and techniques
Troubleshooting

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Leads employees performing similar work on a project basis.
Leads one or more employees performing similar work.
May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____________________________ Date:_____________________________

Supervisor: ___________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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