FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022

HR ANALYST

FLSA STATUS: EXEMPT   **PAY GRADE: 20-P**

JOB FAMILY: HUMAN RESOURCES   **JOB FUNCTION: BUSINESS SERVICES**

GENERAL STATEMENT OF JOB

The HR Analyst is primarily responsible for providing support for queries and data within the College's PeopleSoft (PS) Human Capital Management (HCM) system.

Utilizes functional knowledge to work with Information Technology (IT) team members to execute system functionality and programing. Assists with planning, implementation, and management of new features, interfaces, conversions, troubleshooting, end-user training, and process improvement analysis.

Maintains expertise in PeopleSoft HCM and other relational database systems used in Human Resources (HR) and works directly with the Director, HR Information to understand the relational data between PeopleSoft HCM modules for HR.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develops and delivers key and meaningful metrics, trends, insights, detailed analyses, presentations, and visualizations for all areas of HR support, services, business processes, and end user training.

Produces ad hoc queries and reports within PS to support requests from HR, other departments, Public Records Requests, and new initiatives.

Serves as the lead on data analytics to aid in decision making of internal customers (HR, business leaders, and functional leaders), to include quantitative and qualitative approaches, transactional efficiency, and human capital metrics.

Supports the preparation of HRIS-related analysis and reports by researching, compiling, analyzing, and verifying data for monthly and annual HR metrics, and state and federal reporting.

Works within an integrated work environment and understands the interconnectivity of workflow processing within PS HCM to include benefits administration, absence management, talent acquisition management, and manager and employee self-service payroll for North America.

Works directly with the Director, HR Information to coordinate daily and term-based HCM processing, table updates, test new releases/PUM updates, and patches; troubleshoot system issues and document processes; identify opportunities to integrate databases and reporting tools to improve reporting and customer service; and reconcile information with Benefits Administration, Absence Management, Time and Labor, Talent Acquisition, and Global Payroll.

In conjunction with the Director, HR Information, ensures compliance with all federal, state, and College policies; assists in the development and implementation of business processes, process workflows, and application planning and updates, develops standard business processes and training documents; monitors and tests all processes and recommends enhancements to better the efficiency and service of the Human Resource department.

Conducts audits of information flowing into and out of HCM modules to ensure data integrity and optimum system performance, provides verification of data for state and federal reporting and Public Records Requests.

Participates in strategic meetings for the HR department, identifies and attends relevant conferences, user groups/networks, and professional development opportunities for HR/HRIS to develop and expand the institutional knowledge base for human resources topics.

SUPERVISION RECEIVED

Supervision is received from the assigned administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university supplemented by five (5) years of related experience in information technology and human resources systems using Oracle PeopleSoft Human Capital Management modules. Two (2) years of experience in workforce analytics or comparable data analysis. Two (2) years of experience performing queries, developing reports, and developing visualizations. Ability to manage numerous deadlines. Strong oral and written communications skills.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited college or university in Information Technology, Computer Sciences, or related fields supplemented by seven (7) years of related experience as an HRIS analyst. Experience using Oracle Analytics in the Cloud. Experience managing software implantation projects. Project Management certification.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2-3-22