HR Analyst, Business Analyst

Position Summary

The HR Analyst, Business Analyst position is a vital role designed to provide best in class business analysis services to support the University of Virginia. This Analyst-level position is responsible for assisting with a variety of business analysis activities, such as ensuring the successful completion of analytical, building, testing and deployment tasks of the University's HR software, collaborating with the HR team to understand business needs and advise on changes to system configuration. The HR Analyst, Business Analyst also identifies business requirements for system solutions or improved processes that will increase efficiency and overall productivity, recommends potential solutions that provide the most effective University-wide results, and recommends changes in procedures in the spirit of continuous improvement. The incumbent will report to the Sr. Director, HR People Data and Technology and have no direct reports.

Responsibilities and Duties

- Manage system configuration for HR information system
- Interface with HR representatives across the organization to manage workflow and system enhancements
- Contribute in testing and quality assurance process, including executing regression testing
- Manage development of design documents by collaborating with process owners, gathering business requirements, creating functional specifications, and identifying, documenting, and resolving design issues
- Determine gaps between business needs and current offerings and work with the team to recommend efficient and effective long-term solutions
- Collaborate with developers and end-users to insure that application functionality meets client needs
- Test solutions, problem-solve issues, and coordinate enhancements

Functional Area Outcomes

- Provide real-time reporting, analytics, and people insights, coordinated among multiple sources, to enable informed and accelerated decision making
- Promote data consistency, accuracy, and completeness with articulated data standards
- Support HR forecasting and predictive modeling
- Enhance automation and access across multiple devices
- Foster continuous innovation
- Practice and support agility to accommodate organizational changes and higher education dynamics

Knowledge, Skills and Abilities

- Create timely, practical, and tangible solutions with limited information, and make decisions during times of uncertainty
- Work with HR systems, computer science, systems configuration, and testing

- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Lead teams and motivate others to maximize input and accomplish goals, especially after experiencing setbacks
- Manage complex projects simultaneously while working under pressure to meet deadlines
- Elicit requirements and testing
- Analyze data to draw business-relevant conclusions and data visualization techniques and tools
- Generate process documentation
- Demonstrate strong written and verbal communication skills including technical writing skills
- Use strong attention to detail, analytical acumen, intellectual curiosity, creativity, and practice good work ethic

Minimum and Preferred Qualifications

Required Experience: Up to 4 years of relevant experience

Required Education: Bachelor's degree

Preferred Qualifications: Experience with Workday's Human Capital Management (HCM) and Payroll functionality or a similar HRIS SaaS system

Preferred Certifications: PPHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

Required Computer Applications: MS Office

Preferred Computer Applications: Workday and/or other SaaS-based HRIS software