

Senior HR Business Analyst

Position Summary

The Sr. HR Business Analyst position is a vital role designed to provide best in class business analysis services to support the University of Virginia. This Sr. Analyst-level position supports testing and deployment tasks of the University's HR software, and collaborates with the HR team to understand business needs and advise on changes to system configuration. This position is responsible for identifying new and changing business requirements for HR systems and for supporting software enhancements and proactively planning to integrate changes supporting documentation. The incumbent will report to the Director, HR People Data and Technology and will not have direct reports.

Responsibilities and Duties

- Manage Workday system configuration
- Manage Salesforce CRM configuration and administration
- 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 making decisions during times of uncertainty
 - Work in HR systems, computer science, systems configuration, and testing
 - Utilize 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
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- Elicit requirements and testing
 - Analyze data to draw business-relevant conclusions and data visualization techniques and tools
 - Generate process documentation
 - Use strong written and verbal communication skills including technical writing skills
 - Use strong attention to detail, analytical acumen, intellectual curiosity, and creativity, and practice good work ethic

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience: Experience as a BA configuring Workday's Human Capital Management (HCM) and Payroll functionality, or a similar HRIS SaaS system, as well as configuring and/or administering Salesforce Service Cloud

Required Education: Bachelor's degree

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

Required Computer Applications: Microsoft Office

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