USC University of Southern California

# HRIS Analyst (Centralized)
Job Description

## JOB INFORMATION

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|---|---|
| *Job Code:* | 165559 |
| *Job Title:* | HRIS Analyst (Centralized) |
| *FLSA Status:* | Exempt |
| *Supervisory:* | May supervise student, temporary and/or resource workers. |
| *Job Family:* | HRIS |
| *Job Family Group:* | Information Technology |
| *Management Level:* | 7 Individual Contributor |

## JOB SUMMARY

This position is responsible for providing technical and administrative support for HRIS functions in Workday, by responding to user requests and processing requested security and access functions. The HRIS Analyst (Centralized) analyzes all requests to identify existing problems and issues, researches solutions and implements resolutions in an effective and timely manner. The position is also responsible for performing mass data updates, imports and clean-ups, while providing consultative services on Workday module configuration. The HRIS Analyst (Centralized) works closely with internal clients to determine their needs and implement solutions, writes and delivers custom reports, and conducts thorough data analysis, all while staying informed about developments and trends in the field.

## JOB QUALIFICATIONS:

### Education

| *Req* | *Pref* | *Degree* | *Field of Study* | |
|---|---|---|---|---|
| X | | Bachelor's degree | | |
| | X | Bachelor's degree | | |

### Additional Education

***Check here if experience may substitute for some of the above education.***

| | |
|---|---|
| X | Combined experience/education as substitute for minimum education |

### Work Experience

| *Req* | *Pref* | *Work Experience* | *Experience Level* | |
|---|---|---|---|---|
| X | | 2 years | | |

### Additional Work Experience

***Check here if education may substitute for some of the above work experience.***

| | |
|---|---|
| | Combined experience/education as substitute for minimum work experience |

### Knowledge, Skills and Abilities

| *Req* | *Pref* | *Functional Skills* |
|---|---|---|
| X | | Experience working with human resources information systems including systems implementation and configuration. Demonstrated working knowledge of HRIS software and systems. Knowledge of database maintenance basic |

## Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|---|---|---|
| | | concepts. Demonstrated analytical, communication, organization, critical thinking, and customer service skills. Ability to maintain a high level of confidentiality. Ability to demonstrate close attention to detail. |

## Other Job Factors

## JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|---|---|---|---|---|
| Provides a variety of information technology administrative and technical support for the overall development, enhancement, maintenance and functioning of the university's human resources information systems and various related modules. Builds and supports new functions and maintains current features. Tests enhancements, modifications and functionality in order to confirm system capabilities and specifications. | | | | |
| Handles various department and/or user requests such as processing security requests for field users, processing access requests for users, etc. Ensures processes are completed properly, information is available and requests are handled in a timely manner. | | | | |
| Analyzes and evaluates user requests and inquiries (e.g., setting up new supervisory organizations based on staffing changes in case management systems). Identifies existing problems and issues. Researches solutions and resolves technical problems as needed for a wide variety of applications and systems supported within the university. Resolves long-term project requests. | | | | |
| Uses technical knowledge and expertise to perform mass data updates, such as updates, exports, imports, and clean-ups. Partners with requester to identify business needs. Determines process, formant, and parameters to conduct data update. Conducts tests runs to identify potential issues and provides solutions before moving to production. | | | | |
| Provides consultative services on best and most efficient ways to configure modules and solve configuration problems that affect other systems, delivery, etc. Facilitates and/or assists with new functionality or with enhancements/changes through large scale projects requiring existing system configurations in Workday. | | | | |
| Works closely with internal clients/users to drive requirements, devise and implement solutions and build new functionality that will solve business needs. | | | | |
| Has responsibility for writing and delivering custom reports that summarize or analyze | | | | |
| Leads or participates in meetings for purposes of collaborating with others in efforts to find systematic and/or innovative HRIS solutions that meet university business needs. | | | | |
| Stays informed of new developments and technologies by reading journals and other pertinent publications, notifications and participating in professional organizations, meetings, workshops or seminars. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time. | | | | |

## Other Requirements

| Essential: | Emergency Response/Recovery | Essential: | Mandated Reporter |
|---|---|---|---|
| | 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 | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law |

## Other Requirements

| *Essential:* | *Emergency Response/Recovery* | *Essential:* | *Mandated Reporter* |
|---|---|---|---|
| | efforts, and mobilize other staff members if needed. | | and USC's policy at: https://policy.usc.edu/mandated-reporters/ |

| *Campus Security Authority (CSA)* | *Essential:* |
|---|---|
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | No |

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

| _____ | _____ | _____ |
|---|---|---|
| Print Employee Name | Signature | Date |
| _____ | _____ | _____ |
| Print Manager Name | Signature | Date |

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,
duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.