Lead Human Resources Analyst
Job Description

JOB INFORMATION

Job Code:	117157
Job Title:	Lead Human Resources Analyst
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

JOB SUMMARY

Oversees the identification and problem solving of human resources issues. Acts as a subject matter expert, guiding others regarding relevant policies, regulations, procedures, trends and issues. Oversees data analysis and evaluation, monitoring metrics for success and improvements. Solicits feedback and insight from all relevant stakeholders, incorporating recommendations into continuous improvement efforts.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree		Or
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	Finance	Or
	X	Bachelor's degree	Psychology	Or
	X	Bachelor's degree	Communication	Or
	X	Bachelor's degree	Computer Science	Or
	X	Bachelor's degree	in related field(s)	

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		5 years	Five years' experience in HR, project management and/or business administration, tracking projects in detail aligned to timeframes.	
	X	7 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 gathering data, creating analyses and reports, and identifying patterns and translating meanings.
X		Ability to support concurrent projects, prioritize competing assignments, and work under pressure with tight deadlines and frequent interruptions.
X		Experience with continuous improvement processes and change management practices, able to provide proactive approaches for solutions when next steps are ambiguous.
X		Excellent written and oral communications skills, with precise attention to detail and the ability to exercise discretion with confidential information.
X		Experience presenting data findings/reports and suggesting resolutions.
X		Excellent interpersonal skills, emotional intelligence and relationship-building abilities to provide support/guidance as needed.
X		Ability to work independently and proactively, using sound judgment in making decisions with minimal supervision.
X		Proficiency with Microsoft Office.
	X	Experience in leadership/management roles.
	X	Demonstrated experience in higher education.
	X	Experience drafting outlines for strategic initiatives, able to help define new projects and ideas while estimating reasonable project timelines.
	X	Ability to assist the development and modification of guidelines, procedures, policies and documentation for efficiency.
	X	Experience with project portfolio management (PPM) tools.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees all analytical work and activities supporting HR objectives, adapting quickly to shifting requests based on resources and timing. Identifies and recommends appropriate and helpful data sources, systems, and tools. Prepares and shares synthesized analyses and recommendations with to inform strategies and decision-making. Participates in long- and short-term strategic planning, as assigned.				
Acts as a subject matter expert, guiding others regarding HR policies, procedures, trends and issues (e.g., labor laws, salary equity). Leads data gathering to improve HR services and relationships with business units. Works with relevant stakeholders and leadership to support departmental goals. Implements tasks and projects with clients in mind, leveraging design-thinking principles to address complex challenges.				
Leads root-cause analyses to uncover sources of issues, escalating roadblocks to appropriate management/leadership. Drives dashboard and report development, using analytics, metrics and key performance indicators to measure progress. Tracks and confirms corrective actions to address any compliance gaps. Stays current with changes in policies, regulations, and technologies which may affect operations.				
Serves as a university brand ambassador, acting as a liaison between parties. Solicits feedback and insight from all relevant stakeholders, incorporating recommendations into continuous improvement efforts. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
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		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.

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		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 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/		

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.