



USC University of
Southern California

Senior HRIS Analyst (Centralized) Job Description

JOB INFORMATION

Job Code:	165561
Job Title:	Senior HRIS Analyst (Centralized)
FLSA Status:	Exempt
Supervisory:	
Job Family:	HRIS
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

This position is responsible for designing, creating and implementing HRIS modules and functionality in Workday. The Senior HR Analyst identifies and analyzes new system opportunities and recommends new features, serving as a liaison with outside vendors

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.

☐ Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

Additional Work Experience

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

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Participates in or leads implementations of new modules and functionality of the university's HRIS in Workday, including Human Capital Management (HCM), Absence Management and various additional modules. Designs, develops, enhances and maintains HRIS enha				
Identifies opportunities for automation via data feeds to vendors or other methods. Serves as the liaison with vendors on technical and support inquiries. Reviews system upgrades and upcoming functionality. Analyzes and recommends new features.				
Resolves escalated and more complex department and/or user requests including those received through the Dovetail Management system from the HR Service Center. Researches solutions and resolves technical problems. Ensures processes are completed properly,				
Serves as subject matter expert for HRIS and reporting capabilities. Partners with HR team to define requirements for and design HRIS reports to support HR analytics, provide audit support and enhance self-service. Creates ad-hoc reports as necessary.				
Provides leadership and training to other team members as appropriate, reviewing problem solving approaches, solution designs, and testing results. Takes responsibility to ensure team activities are effective and meet business objectives.				
Ensures data integrity through regular data validations, correcting and organizing data to upload into the HR system as needed. Performs mass data updates, exports, imports, and clean-ups. Researches and reports on data discrepancies. Implements new funct				
Manages individual projects and leads small to medium-sized projects.				
Provides consultative services on best and most efficient ways to configure Workday modules and solve configuration problems that affect other systems, delivery, etc. Facilitates and/or assists with new functionality or with enhancements/changes through l				
Works closely with internal clients/users to drive requirements, devise and implement solutions and build new functionality that will solve business needs.				
Writes and delivers custom reports that summarize or analyze data ranging from the simple to moderately complex to meet and support university business needs in areas such as open enrollment/benefits, performance management, absence management, compensati				
Leads or participates in meetings for purposes of collaborating with others in efforts to find systematic and/or innovative Workday solutions that meet university business needs.				
Maintains current knowledge and awareness of new developments and technologies by reading journals and other pertinent publications, notifications and participating in professional organizations, meetings, workshops or seminars.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 efforts, and mobilize other staff members if needed.		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 and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
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.