## HR Data Analyst Job Family

<table>
<thead>
<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
</tr>
</thead>
</table>
| 57    | HR Data Analyst II Central | Bachelor’s degree 5+ years of progressive HR and data analysis experience | • Delivers independent business analysis for human resource functions for data management and reporting  
• Designs and develops queries for reporting and special projects  
• Conceptualizes and designs multi-system reports  
• Works with business owners and Product Managers to identify opportunities for process and/or data improvements  
• Participates in user needs analysis, product evaluation, selection, customization, testing, implementation and support  
• Gathers requirements for reports from business users, designs the layout, documents functional specifications, writes the technical specifications and works with application developers on the creation of reports or enhancements of existing reports  
• Performs special projects and analyses around internal measurements and metrics to monitor HR programs (e.g., employee demographics, turnover trends, data collection and analysis, internal and external benchmarks)  
• Provides end results and recommendations to Product Managers  
• Member of cross-organizational end-user support team responsible for maintaining production systems including developing processes for triaging and addressing production support issues | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides advanced business analysis to the HR Community at Harvard University | RECEIVED:  
Under Limited Direction:  
Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within assigned duties. Complex assignments are occasionally reviewed upon completion.  
GIVEN:  
Individual Contributor:  
Works independently or as part of a team to achieve results |