## HR Data Analyst Job Family

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<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>
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| 58    | HR Data Analyst III Central | Bachelor’s degree Master’s degree preferred 7+ years of progressive HR and data analysis experience | • Responsible for project leadership, project planning, design and implementation of functional components of major reporting efforts  
• Defines system requirements, conducts gap analysis and identifies alternative solutions that meet project development standards as well as project milestones and deadlines  
• Designs solutions to complex system infrastructure problems (i.e., data warehouse, PeopleSoft)  
• Devises and /or modifies procedures to solve complex problems  
• Instructs and directs other human resources information analysts work  
• Tracks team progress and reviews status with key users  
• Evaluates the application technology in relation to current and future business environments | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Provides advanced and complex functional human resources information analysis and planning for an application  
Acts as team leader for projects with moderate budgets or of a short to intermediate duration | 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  
AND/OR  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

### NOTE:

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3) Exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion.