

# Job Family Matrix

<b>Job Function:</b> Human Resources		<b>Job Family:</b> HR Data Analyst – Professional	
<b>Job Family Summary:</b> Provide a range of basic to complex functional human resources information analysis and planning.			
<b>Job Title:</b> HR Data Analyst II		<b>Job Title:</b> HR Data Analyst III	
<b>Job Code:</b> H0356P		<b>Job Code:</b> H0357P	
<b>Grade Level:</b> 56 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> December 2017		<b>Effective/Revision Date:</b> December 2017	
<b>Job Summary</b>		<b>Job Summary</b>	
Independently provide analytical and operational support for human resources reporting and analytic systems. Prepare standard and ad-hoc reports for various departments, managers, and faculty. Conduct intricate analyses involving human resources data.		Collect, analyze, and disseminate data for a host of business subject areas within Human Resources. Provide support on various analyses and reporting services that include: conducting complex statistical and quantitative analyses and presenting data in written reports, oral presentations and graphical displays.	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>Contribute to the building of complex data sets and conduct intricate analysis involving human resources data; define user objectives, business needs, scope, and revise existing system logic difficulties</li> <li>Design and produce reports to support a variety of workforce planning efforts</li> <li>Resolve HR data discrepancies between data warehouse and systems</li> <li>Support developmental work on the application and its reports and database; collaborate with application developers on the design of table structures, reports and entry screens</li> <li>Support annual data and information projects by collecting, verifying, and disseminating data in appropriate formats</li> <li>Member of cross-organizational end-user support team responsible for maintaining production systems including developing processes for triaging and addressing production support issues</li> <li>Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>		<ul style="list-style-type: none"> <li>Interview business owners to understand business problem, document solution and timeline</li> <li>Write programs to analyze data in a complex data environment and advance cross-functional workforce planning projects thru project management and consultative services</li> <li>Design and evaluate test data and generate reports and tables of statistical results using a variety of tools (query and database)</li> <li>Define system requirements, conduct gap analysis and identify alternative solutions that meet project development standards as well as project milestones and deadlines</li> <li>Research, develop and analyze metrics for human resource projects and programs such as; workforce planning, compensation assignments, benefits, payroll and program utilization, employee demographics and turnover trends</li> <li>Member of cross-organizational end-user support team responsible for maintaining production systems including developing processes for triaging and addressing production support issues</li> <li>May conduct regression analyses of salary data to provide expected salary ranges of employees for new hire offers, equity reviews, or reclassification requests</li> <li>Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>	
		<ul style="list-style-type: none"> <li>Responsible for project leadership, project planning, design and implementation of workforce planning components of major workforce analytic efforts</li> <li>Interview business owners to understand business problem, document solution and timeline</li> <li>Write programs to analyze data in a complex data environment and advances cross-functional workforce planning projects thru project management and consultative services</li> <li>Define system requirements, conduct gap analysis and identify alternative solutions that meet project development standards as well as project milestones and deadlines</li> <li>Conceptualize, research, design and develop and deliver complex reports and analyses to support university workforce objectives such as; employee engagement surveys, workforce planning, compensation, benefits, and payroll programs</li> <li>Develop business applications to provide a comprehensive suite of Workforce planning self-service solutions from a variety of HRIS systems</li> <li>Member of cross-organizational end-user support team responsible for maintaining production systems including developing processes for triaging and addressing production support issues</li> <li>May conduct regression analyses of salary data to provide expected salary ranges of employees for new hire offers, equity reviews, or reclassification requests</li> <li>Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>	

## Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 3 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' relevant work experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite, intermediate excel skills, and reporting and visualization tools</li> <li>• Knowledge of human resources functional analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite, advanced excel skill, and reporting and visualization tools</li> <li>• Advanced knowledge of human resources functional analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite, advanced excel skill, and reporting and visualization tools</li> <li>• Advanced knowledge of human resources functional analysis</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

## Job Family Matrix

<b>Job Function:</b> Human Resources	<b>Job Family:</b> HR Data Analyst – Professional
<b>Job Family Summary:</b> Provide a range of basic to complex functional human resources information analysis and planning.	
<b>Job Title:</b> HR Data Analyst V	
<b>Job Code:</b> H0359P	
<b>Grade Level:</b> 59	<b>Exemption:</b> Exempt
<b>Effective/Revision Date:</b> December 2017	
<b>Job Summary</b>	
Provide leadership in advocating for and expanding the use of workforce analytics; lead a variety of projects, data consulting, and quantitative analysis services to a broad range of University clients. Support strategic objectives based on an informed, fact-based, and analytical understanding of the workforce at Harvard.	
<b>Core Duties</b>	
<ul style="list-style-type: none"><li>• Advocate for the use of workforce analytics to support strategic decisions</li><li>• Lead a variety of special projects, data consulting and quantitative analysis services to a wide range of clients</li><li>• Lead efforts to provide information and in-depth analyses on the workforce at Harvard to senior leaders and decision makers</li><li>• Communicate and explain findings to various audiences in a way that makes an impact and is easily comprehensible</li><li>• Collaborate with University leaders responsible for strategy and decision making to identify and deliver key measures</li><li>• Member of cross-organizational end-user support team responsible for maintaining production systems including developing processes for triaging and addressing production support issues</li><li>• Oversee the development of a suite of workforce applications</li><li>• Conduct business needs gathering and assessment, data modeling, dashboard design, implementation of security rights, thorough testing, orchestrating releases into production, and announcing new applications to the wider audience and providing user support</li><li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li></ul>	

# Job Family Matrix

## Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience

## Additional Qualifications and Skills

- Master's degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skill, and reporting and visualization tools
- Advanced knowledge of human resources functional analysis

## Certificates and Licenses

## Physical Requirements

## Working Conditions

- Work is performed in an office setting

# Job Family Matrix

<b>Job Function:</b> Human Resources	<b>Job Family:</b> HR Data Analyst – Management
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**Job Family Summary:** Provide a range of basic to complex functional human resources information analysis and planning.

**Job Title:** HR Data Analyst Mgt VI

**Job Code:** H0360M

**Grade Level:** 60                      **Exemption:** Exempt

**Effective/Revision Date:** December 2017

**Job Summary**

Responsible for the development and implementation of data analytics and reporting systems and tools. Determine strategic objectives and provide leadership in advocating the use of data analytics. Understand and accommodate user needs and provide solutions to enhance business decision making capabilities.

**Core Duties**

- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, operating procedures and budgeting
- Develop and implement data analytics infrastructure and systems; determine appropriate functionalities and capacities to meet user needs
- Lead the design and development of reporting for various HR programs such as employee engagement surveys, workforce planning, compensation, benefits, and payroll programs; conduct strategic analysis and provide guidance and solutions
- Develop, implement and evaluate key metrics to understand significant trends and measure impact
- Collaborate with senior leadership to identify opportunities for data analytics; lead the implementation and adoption of solutions
- Design and implement effective training programs to ensure data analytics and systems are being effectively utilized by users
- Member of cross-organizational end-user support team responsible for maintaining production systems including developing processes for triaging and addressing production support issues
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

# Job Family Matrix

## Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory Experience

## Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced excel skill, and reporting and visualization tools
- Advanced knowledge of human resources functional analysis

## Certificates and Licenses

## Physical Requirements

## Working Conditions

- Work is performed in an office setting