### 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>
| 56    | HR Data Analyst I Central              | Bachelor’s degree 3+ years of HR and data analysis experience | • Designs and evaluates test data and generates reports and tables of statistical results using a variety of tools (query and database)  
• Analyzes and defines user objectives, business needs and scope  
• Documents user requirements and revises existing system logic difficulties  
• Designs and produces reports  
• Resolves HR data discrepancies between data warehouse and PeopleSoft system | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides human resources business analysis to the HR Community at Harvard University | RECEIVED:  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within assigned duties. Complex assignments are usually reviewed upon completion.  
GIVEN:  
Individual Contributor:  
Works independently or as part of a team to achieve results |

**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) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion