



Job Title	HR Data Analyst I - Compensation	Job Code	HR0815
Pay Plan	USPS	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	HR Support

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Support Professionals serve as an internal service provider for generalized human resource functions.

Job Summary

Analyzes employee related data such as personal information, professional background and compensation matters. Maintains and updates employee information in human resources information system (HRIS). Ensures data accuracy. Interprets data to assist in planning and developing human resource management decisions used for staffing, productivity and training.

Representative Duties

1. Human Resource Data Support

- Performs and oversees position management
- Reviews and processes A&P hiring requests
- Determines appropriate clauses for A&P Agreement
- Coordinates ePAF process and workflow
- Prepares A&P agreements
- Approves ePAFs
- Maintains logs
- Reviews and reports monthly statistics
- Manages department email account
- Responds to requests
- Maintains class specification directory on website
- Reviews and processes prerequisite forms
- Assists department with special projects and supervises student assistants

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma	
Certification(s)		
Licensure(s)		
Work Experience		
0+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.