

HRIS Analyst



Required Qualifications (as evidenced by an attached resume):

Bachelor's degree (foreign equivalent or higher). Two (2) years of full-time experience working in Human Resource Information Systems, Enterprise Application Support, or comparable experience. Strong analytical, organizational, and time management skills. Must be detail oriented and possess strong critical thinking skills. Experience with creating databases and spreadsheets. Advanced Microsoft Excel skills. Excellent Microsoft Word, Access, and PowerPoint skills. Experience using and maintaining an HCM system, preferably PeopleSoft, Oracle, or SAP. Experience creating and running queries from an HCM system. Experience maintaining HCM tables.

Preferred Qualifications:

Masters degree (foreign equivalent or higher) in Information Systems, Computer Science, Computer Technology, or comparable discipline. Experience using a document imaging system. Certified Business Analysis Professional. Experience using and maintaining an Applicant Tracking System (i.e. Taleo).

Brief Description of Duties:

Stony Brook University's Human Resources department is looking for a proven HRIS Analyst who will be a lead position within the HRIS structure. The primary focus of this position is the support and maintenance of the human resource management systems in addition to other systems supported by the HRIS team. This position serves as a technical point of contact for HRS functional areas and assists subject matter experts with ensuring data integrity, testing of system changes, report writing, and analyzing data flows for process improvement opportunities. The HRIS Analyst also supports system upgrades, patches, testing and other technical projects as assigned. The Analyst will engage with all levels of the HR team to understand how our data, processes, products, software, hardware and services can help increase efficiencies and add optimal value to the institution. The successful candidate will have knowledge of business practices, in particular as they relate to Human Resource processes and optimization.

Our ideal candidate will also have experience in gathering, interpreting complex entries and data to develop actionable steps that will improve processes and optimize results. Receives robust information, analyzes it, and reports trends and/or areas for

improvement. Candidate must have skills that include verbal and written communication, technical know-how in addition to analytical thinking and problem-solving and must be able to work as part of a team.

- **Projects/Process Improvement:** Recommend process/customer service improvements, innovative solutions, and policy changes. Serve as a key liaison with third parties and other stakeholders. Use project management skills in managing projects. May provide overall project management for a given HR initiative. Create requirements specifications, analyze requirements, create visual models, facilitate elicitation sessions, define business requirements and report them back to stakeholders.
- **Production Support:** Provide support for HR systems, including researching and resolving system problems, unexpected results or process flaws, performing scheduled activities, recommending solutions or alternate methods to meet requirements. Present new models that support business decisions and improve customer experiences.
- **Reports/Queries:** Write, maintain, and support a variety of reports or queries using appropriate reporting tools. Assist in development of standard reports for ongoing customer needs. Help maintain data integrity in systems by running queries and analyzing data. Conduct peer review of colleagues' reports to ensure data accuracy.
- **System Maintenance:** Assist in the review, testing, and implementation of new systems, upgrades or patches. Collaborate with functional and technical staff to coordinate application of upgrade or fix. Maintain tables, document processes and results. Assist in the development of test scripts and implementation plans.
- **Training:** Develop user procedures, guidelines, and documentation. Train customers on new processes/functionality.
- **Other Duties:** Other duties or projects as assigned as appropriate to rank and departmental mission.

Apply Online: [HRIS Analyst](#)

Job Number: 2300202