UW HEALTH JOB DESCRIPTION

HRIS Analyst

Job Code: 350036	FLSA Status: Exempt	Mgt. Approval: D. Jerabek	Date: May 2020
Department: Human Resources – HRIS,63080		HR Approval: J. Theisen	Date: May 2020

JOB SUMMARY

Under the general direction of the HRIS Director, and the guidance of the HRIS Project Coordinators, the HRIS Analyst participates in the support of HR systems and process design, HR systems configuration, data standards, reporting and analytics. This position assists the HRIS Director and HRIS Project Coordinators in partnering with Information Services in analyzing, configuring and testing for system enhancements and upgrade projects.

The HRIS Analyst requires an understanding of current HR business processes and will work with the HRIS Project Coordinators to identify process improvements and translate customer needs and requirements into technical and functional specifications.

This position prepares reporting solutions, analytics and ad hoc or recurring reports from multiple HR data sources using Oracle OTBI, Oracle BI Publisher, SQL, Excel, etc.

MAJOR RESPONSIBILITIES

1. Prepares ad hoc and recurring reports for employee data contained in the HRIS and/or other HR data sources in response to requests from users within Human Resources and from users in other departments within UW Health and works with requestors to refine reporting requirements to ensure the underlying business needs are met.

2. Provides end user support on HRIS supported systems.

3. Participates and provides support for HRIS projects in conjunction with HR, IS and departmental leaders to provide solutions to a variety of UW Health business operation and HRIS needs.

4. Works on problems of various scopes where analysis of issues or data requires a review of identifiable factors; exercises significant judgment within defined procedures and practices to determine appropriate action; recommends changes to existing procedures and practices based on analysis of data.

5. Understands HR systems/database relationships, data flow and dependencies, query and reporting concepts and development.

6. Cross trains with others on the team to provide maximum flexibility within the team and facilitating optimal customer service to end users.

7. Maintains Agility Employee Health System and Oracle Cloud HCM data tables, structures, files and interface requirements. Ensures the integrity of the HR system data.

8. Applies data integrity protocols between HR and departments internal to the HR module as well as protocols between Oracle Cloud HCM, other HR systems, and external business partners.

9. Participates on HRIS/IS teams, interdepartmental committees/subcommittees, focus groups and meetings.

10. Responds to requests for surveys and labor statistics to other colleges, government agencies, and professional associations.

11. Develops HR data analytics and statistics, utilizing a variety of reporting tools, dashboard tools, and data sources to deliver actionable data to UW Health leadership.

12. Develop materials for user training and education, partner with SME on user support materials.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS		
Education	Minimum	Bachelor's Degree in Business or IT (or equivalent work experience)
	Preferred	
Work Experience	Minimum	1 Year of work experience in SQL query writing, data interpretation, and report creation to include working with subject matter experts to identify functional requirements and translating those in conjunction with ITS into clear and actionable technical specifications.
	Preferred	Experience working with Oracle Cloud, Agility, other HRMS systems
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		- Report writing/interpretation - SQL - Project Management concepts - System documentation - End user training - Data analysis - HRIS/database management - Skills in Microsoft Word, Excel, and Access - Customer service - Requirements gathering

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		X	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		X	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		X	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		X	Older Adult (Over 65 years)

JOB FUNCTION

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	**Sedentary:** Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	**Up to 10#**	**Negligible**	**Negligible**
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	**Up to 20#**	**Up to 10#** or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	**Negligible** or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	**20-50#**	**10-25#**	**Negligible-10#**
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	**50-100#**	**25-50#**	**10-20#**
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	**Over 100#**	**Over 50#**	**Over 20#**
List any other physical requirements or bona fide occupational qualifications:				

Work/Environmental: Moderate noise level consistent with an office environment