

UW HEALTH JOB DESCRIPTION

Senior HRIS Business Systems Analyst

Job Code: 350091	FLSA Status: Exempt	Mgt. Approval: D. Jerabek	Date: March 2022
Department: HR - Information Systems		HR Approval: S. Whitlock	Date: March 2022

JOB SUMMARY

The Senior HRIS Business Systems Analyst is responsible for planning and leading projects related to HR Information Systems and Applications within the UW Health HR department. This individual participates and/or leads the development of workflows, system configuration, application deployment and support, change documentation and provides technical guidance to staff on application functionality. This requires the individual to stay current with the application and to interface with UW Health IS and external analysts. The incumbent must be comfortable with providing technical assistance both remotely and in person. The incumbent must employ excellent communication skills in sharing information with users within department. The incumbent will be responsible for providing guidance for and/or performing on-going maintenance, testing and support of HR business systems within UW Health.

The Senior HRIS Business Systems Analyst is responsible for highly complex applications, providing consultative IT advice to departmental and organizational leadership, and guiding other employees within the department. The incumbent will need a comprehensive understanding of every project assigned; business needs being addressed, the major constituents affected and their stake and role in the project. The position will also be required to assist in directing the strategic plan in the support and evolution of complex systems. Additionally, at the Senior level, the incumbent typically coordinates projects and is able to lead multiple simultaneous projects to completion.

MAJOR RESPONSIBILITIES

The Senior HRIS Business Systems Analyst is responsible for all aspects of the following responsibilities as well as guiding other employees who may be performing these duties. Senior level projects are defined by a substantial level of scope and complexity and incumbents typically simultaneously lead multiple projects to completion.

Application Development and Support

- System analysis, design, and implementation of Oracle Cloud HCM modules and other HR systems
- Support of Oracle Cloud and other HR applications, quarterly update analysis, testing and implementation
- Perform continual assessment of available application enhancements and requirements to facilitate continued improvements in software capability as required to meet the goals prioritized by the UW Health.
- Provide continual consulting support for existing applications/systems and implement new business applications/systems.
- Assure existing systems are processing effectively and accurately according to objectives and policies
- Provide dashboards, analysis and reports to HR, organizational leaders and other stakeholders as required.
- Work in coordination with other UW Health HR staff, IS staff, management, and others to analyze, develop and implement business processes
- Follow IS Change Management policies for all required system updates
- Support HRIS Data Management team as issues arise, provide guidance and troubleshooting and offer solutions

Business Systems Consultant:

- Serve as Subject Matter Expert for Oracle HCM and other HR systems
- Provide technical guidance to operational partners to optimize their business workflows by delivering technology solutions to business problems
- Leverage technical knowledge of Oracle Cloud and interfaces and functional knowledge of HR to provide technical guidance and consultation to operational partners
- Coordinate and support full cycle implementation, application development, ongoing optimization and stabilization of applications for UW Health and contracted partners

Project Management

- Serve as the lead analyst on medium to large scale projects as designated by management; manage projects directly related to applications supported and/or participate as a team member on other large projects as designated
- Prepare project documentation as defined by user documentation guidelines and review documentation completed by other analysts. Examples of documentation include: current procedures review; functional requirements; project plans; meeting minutes' issues documentation or other documentation required by department management

Leadership

- Participate in interviews, selection, orientation and training of new employees
- Function as a resource for staff on department policies and procedures

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- Serve as back up for leader when necessary for HRIS team, BT leads, etc
- Work with leader to achieve strategic plans, goals, and objectives of the organization and department
- Assist in evaluating and making recommendations on appropriate staffing levels based on workflow, projects and objectives

Technical Leadership

- Serve as a mentor for other HRIS Analysts and HRIS Data Specialists
- Continuously develop knowledge and understanding of the HCM system as it changes and evolves and as the needs of UW Health change and evolve. Guide the team through these changes.
- Provide input on day-to-day operations, evaluating workflow, delegating functions to improve and promote a customer-focused approach

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree. Four (4) years of relevant work experience may be considered in lieu of a degree.
	Preferred	Bachelor's or Master's degree in Healthcare, Information Technology, Business, or related field strongly preferred
Work Experience	Minimum	<ul style="list-style-type: none"> • Demonstrated success in leading medium to large scale HR system updates/implementations • Demonstrated success in relationship building within the team and with internal and external customers • Demonstrated success in process improvement • Demonstrated success in mentoring team members • Demonstrated success identifying needs and requirements and ability to align and connect systems and solutions • Demonstrated success in application development and support
	Preferred	Five (5) years relevant experience in Healthcare
Licenses & Certifications	Minimum	
	Preferred	Business applications certification or equivalent
Required Skills, Knowledge, and Abilities		<p>Core Competencies:</p> <p>Intermediate competency in the following areas:</p> <ul style="list-style-type: none"> • Technical leadership of applicable products or platforms • Leading without direct authority • Communication • Effective team member • Critical thinking • Mentoring and teaching • Leading highly empowered, self-directed teams including cross-functional teams • Applying lean management tools • Continuous Improvement • Respect for People • Applying agile methodologies • Workload and Time Management <p>Position Specific Competences:</p> <p>Advanced competency in at least 3 of and intermediate in the additional competencies below:</p> <ul style="list-style-type: none"> • Project Management • Meeting facilitation • Strategic Thinking • System Analysis and Design • Test planning and execution • Writes Documentation and Deliverables • Subject matter expertise in one or more of the following areas: <ul style="list-style-type: none"> • Core HR, Recruitment, Payroll, Benefits, Talent Management, HR Help Desk, Compensation • Data querying (SQL, BI Publisher)

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- Ability to work independently and self-motivate in pursuit of broad objectives

Other Required Skills, Knowledge, Abilities:

- Demonstrates professional maturity surrounding data access, data security, data sensitivity and data confidentiality
- Ability to make judgments in demanding situations
- Ability to react to frequent changes in duties and volume of work
- Effective interpersonal skills, including the ability to promote teamwork and ensure a high degree of internal and external customer satisfaction
- Ability to logically organize details
- Ability to clearly communicate technical and/or complex concepts or topics to a lay person

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
	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
X	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:				