

## **ELEMENT CARE**

**TITLE:** HR Analyst **CREATED:** 6-2-2022

**JOB FUNCTION:** Human Resources **FLSA STATUS:** Exempt

### **GENERAL SUMMARY:**

The incumbent focuses on HR metrics and reporting. Completes transactions, including data entry, while ensuring data integrity. Evaluates and maintains the Human Resources Information Systems to include system implementation and maintenance.

### **Essential Responsibilities:**

- Designs, develops, evaluates, analyzes and maintains employee database and user security.
- Gathers, collects, records, tracks and verifies data and information from multiple sources.
- Creates and prepares monthly reports, presentations, updates monthly metrics and reporting trends.
- Develops dashboards and provides data trend analysis.
- Project Manager for ADP system implementation with collaboration and interactions with department heads.
- Makes alterations to existing programs as necessary to develop, edit and run customized reports and data extracts for management, HR personnel, employees and others as needed.
- System Administrator and user training for all ADP products; Partners with managers to optimize functionality of ADP system through training, system evaluation and/or alteration.
- Creates and initiates regular training schedules of ADP training for managers and staff.
- Data integrity: Ensures accurate data entry by performing periodic audits and correcting errors in a timely basis.
- Documents procedures and maintains quality control documentation as the subject matter expert.
- Responsible for various HR programs and initiatives, including but not limited to, New Hire set up, Performance Review Implementation & Tracking, Education Reimbursement, MedTrainer, License Expiration Monitoring,
- Completes monthly headcount analysis and other regularly required reports
- Informs appropriate individuals within the organization of new hires, terminations, transfers and promotions.
- Assists with recruitment overflow.
- Exercises significant independent judgment to determine best method for accomplishing work and achieving objectives.
- Leads bi-weekly orientation in conjunction with co-workers.
- Provides customer service to employees regarding various areas of HR.
- Special projects and performs other duties as assigned.

### **Job Specification:**

- Associates degree required, Bachelor's degree preferred.
- 2-4 years experience in systems/data analysis or analytical position.
- Microsoft office; expert Excel user.
- ADP experience preferred.
- Must be detailed oriented, well organized and possess the ability to multi-task.
- Strong communication and prioritization skills.
- Ability to analyze data and report on metrics, trends and lead presentations.
- Ability to convey information clearly and succinctly with all employees, so that relevant information is communicated appropriately and in a timely manner.
- Ability to preserve data integrity.
- Strong technical skills.