

Job Description

Position Title: Analyst 3, Talent Acquisition and Retention

Job Family: Human Resources

Job Type: Professional - Senior

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The HRIS Talent Acquisition Analyst 3 analyzes and interprets complex HR data to support strategic decision-making, enhancing HR processes and policies, and driving talent acquisition, recruitment, and retention reporting efforts.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as project manager providing technical leadership during planning, coordinating, and review through all phases of projects.
2. Identifies opportunities for process improvements within HR operations and technology, developing solutions to enhance efficiency and effectiveness.
3. Develops and implements strategies to attract, recruit, and retain top talent. Ensures compliance with federal, state, and local employment laws and regulations.
4. Conducts regular audits of HR data and processes to mitigate risks and ensure compliance. Provides guidance on HR compliance issues and develop strategies to address potential risks.
5. Analyzes HR data to identify trends, patterns, and insights that inform strategic HR decisions, particularly in the areas of talent acquisition, recruitment, and retention.
6. Analyzes recruitment data to identify successful sourcing methods and improve hiring processes.
7. Analyzes employee relations data to identify trends and improve training opportunities.
8. Monitors retention rates and develop initiatives to enhance employee engagement and reduce turnover.
9. Collaborates independently with senior leaders to understand complex business challenges and opportunities and develops data solutions that meet the business intelligence or insights needs.
10. Collaborates with business leaders and key stakeholders to identify metrics and KPI's that highlight business outcomes. Collaborates with faculty and academic leadership to promote the adoption and effective data use.
11. Conceptualizes business intelligence solutions using data manipulations and visualizations that lead to actionable insights. Develops and maintains advanced HR dashboards and reports for various stakeholders.
12. Identifies critical data sources necessary to achieve desired business outcomes.

13. Analyzes data, forming conclusions and recommendations, producing insights that will help shape effective strategies to achieve business outcomes. Conducts in-depth analysis of recruitment, retention, and workforce data to support institutional goals.
14. Identifies data quality issues and works with the relevant teams (as needed) to resolve the data quality issues discovered during the business intelligence and insights process. Ensures data accuracy and integrity across all HR systems and reports.
15. Prepares and presents findings and recommendations to key stakeholders and management in order to influence business to take action. Uses data storytelling techniques to present complex data insights in a clear and actionable manner to non-technical audiences.
16. Provides consultation for reports and/or dashboards for end users.
17. Provides ideas and creates best practices for designing and developing Business Intelligence solutions.
18. Provides mentoring and training to junior team members to aid in their individual development to help improve overall team performance.
19. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of computer and network operating systems
3. Knowledge of advising and counseling practices
4. Knowledge of human resources principles and practices
5. Knowledge of internal and external customer service principles and practices
6. Knowledge and application of organizational and time management principles
7. Knowledge of project management principles
8. Skill in analyzing data and drawing conclusions
9. Skill in current and applicable computer programming languages relative to the assignment
10. Skill in current and applicable hardware, software, and peripheral equipment
11. Skill in problem solving
12. Skill in coordinating and monitoring the work of others
13. Skill in effective communication (both written and oral)
14. Skill in project management principles, processes, and techniques
15. Skill in performing a variety of duties, often changing from one task to another of a different nature
16. Ability to apply effective and accurate data entry and typing skills
17. Ability to develop and maintain effective and positive working relationships
18. Ability to adapt to a rapidly changing technical environment

Supervision:

- May guide work of others who perform essentially the same work. May organize, set priorities, schedule, and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Human Resources, Business Administration, Data Analytics, Computer Science, or a related field required.
- Three (3) to Five (5) years of HR analysis, data analytics, or a related field required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above
- Master's degree in or a closely related field of study preferred.
- Five plus (5+) years of related experience preferred
- HR Certification preferred

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information..
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required