

Job Description

Position Title: Project Manager, Human Resources
Analytics and Special Projects

Job Family: Human Resources

Job Type: Professional - Senior

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Project Manager of Human Resources Analytics & Special Projects designs data modeling, analytics, and reports for all Human Resources and related College-wide HR analytic/data projects. The Project Manager of Human Resources Analytics & Special Projects mines the College's enterprise and HRIS systems and applications for knowledge and information that enhance Human Resources processes College-wide. The Project Manager of Human Resources Analytics & Special Projects validates Human Resources data and presents the data in ways to help the College and the Human Resources department make decisions to optimize and support the human resources of the College. The Project Manager of Human Resources Analytics & Special Projects is also responsible for assisting in building, deploying, and maintaining data support tools including Human Resources standard reports, and definitions for database file/table creation.

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 the Project Manager for any Human Resource Department Data Projects or College-wide requests for Human Resource Data by developing the project scope and plan in collaboration with the AVC of HR.
2. Uses key enterprise systems (i.e. Banner & Human Resources Information Systems (HRIS) in conjunction with the College's data partners (i.e. Office of Strategic Analytics and Research, IT, and Employee Service Center) to manage, mine, and validate the data in the systems.
3. Assists the AVC of HR with the preparation and issuance of the comprehensive annual reports, as well as other required HR audits, reviews, and reports, ensuring timely and accurate completion.
4. Supports the AVC of HR by devising, developing, and deploying required data queries and reports in response to Human Resources department needs and College wide requests.
5. Collaborates across College departments to collect all of the data needed to be able to complete mandated reports. Compiles or assists with acquisition of complex data reports and data queries.
6. Identifies projects and research questions, problem solves using data analysis and communicates the results to various stakeholders.
7. Maintaining and administering ad hoc report writing tools for end users; training and assisting users of those ad hoc report writing tools.

8. Assists the AVC of HR by preparing and presenting findings and recommendations to key stakeholders/management (including Executive Leadership Team, Board of Governors, and groups like AERC) in order to influence Human Resources practices to take action, using data storytelling techniques.
9. Acts a liaison between HR departments to centralize data collection and provides direction as necessary to promote efficient work system processes and promote innovative Human Resource practices.
10. Assists in the development of data management policies and procedures.
11. Works with the IT and HRIS Teams to coordinate the creation and management of data queries.
12. Identifies opportunities for process improvements within HR operations and technology, developing solutions to enhance efficiency and effectiveness.
13. Collaborates independently with senior leaders to understand complex business challenges and opportunities and develops data solutions that meet the business intelligence or insights needs.
14. Develops routines for end users to facilitate best-practice use of data management tools
15. Manages and coordinates ongoing data validation and system testing to ensure data consistency with defined needs.
16. Maintains knowledge of trends and developments in data management, HR technology, and HRIS and ATS applications.
17. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of applicable computer programming languages relative to the assignment
3. Knowledge of data administration principles and practices
4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in organization, coordination, and management
8. Skill in people leadership and supervision
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

Supervision:

- Not responsible for supervising the work of others

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

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 Data Sciences, Computer Sciences, Human Resources, or related field of study required.
 - Master's degree in related field of study preferred.
 - Three (3) to five (5) years of related experience required.
 - Five plus (5+) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

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 an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally 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