



JOB INFORMATION

<i>Job Code:</i>	117156
<i>Job Title:</i>	Human Resources Analyst
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Identifies and helps solve human resources issues to support strategic initiatives and operational activities. Collaborates with staff and leadership to apply leading practices in all HR initiatives and activities. Provides guidance and consultation regarding relevant policies, regulations, procedures, trends and issues. Manages expectations for outcomes while balancing priorities and adhering to timelines. Analyzes and evaluates data to pinpoint areas of improvement and establish success metrics. Champions the university's vision, culture and values.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree		In
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	Finance	Or
	X	Bachelor's degree	Psychology	Or
	X	Bachelor's degree	Communication	Or
	X	Bachelor's degree	Computer Science	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		3 years	in human resources, project management and/or business administration, tracking projects in detail aligned to timeframes.	
	X	5 years	in human resources, data analysis, project management and/or business administration.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience gathering data, creating analyses and reports, and identifying patterns and translating meanings.
X		Ability to support concurrent projects, prioritize competing assignments, and work under pressure with tight deadlines and frequent interruptions.
X		Demonstrated organizational skills and ability to think strategically and creatively.
X		Excellent written and oral communications skills, with precise attention to detail and the ability to exercise discretion with confidential information.
X		Experience presenting data findings/reports and suggesting resolutions.
X		Excellent interpersonal skills, emotional intelligence and relationship-building abilities to provide support/guidance as needed.
X		Ability to work independently and proactively, using sound judgment in making decisions with minimal supervision.
X		Proficiency with Microsoft Office.
	X	Experience in higher education.
	X	Knowledge of continuous improvement processes or change management practices, able to provide proactive approaches for solutions when next steps are ambiguous.
	X	Experience drafting outlines for strategic initiatives, able to help define new projects and ideas while estimating reasonable project timelines.
	X	Ability to assist the development and modification of departmental/university guidelines, procedures, policies and documentation for efficiency.
	X	Experience with project portfolio management (PPM) tools.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Identifies data sources, systems and tools that enable analytical work for human resources objectives. Maintains attentive and responsive lines of communication with peers, colleagues and departmental leaders. Shares analyses and takeaways with departmental leaders, demonstrating synthesized understandings of a key performance indicators to inform strategies.				
Gathers data to improve HR relationships with and services to business units. Provides guidance and consultation regarding HR-related policies, regulations, procedures, trends and issues (e.g., labor laws, payroll, salary equity). Collaborates with university stakeholders as needed to support departmental goals. Implements tasks and projects with clients in mind, leveraging design-thinking principles to address complex challenges.				
Adapts quickly to shifting requests based on resources and timing. Learns new systems, analytical skills and/or approaches to project work. Solicits manager feedback and insights and proactively incorporates suggestions into continuous improvements. Performs root-cause analyses to uncover the sources of issues, escalating roadblocks to appropriate colleagues.				
Serves as a university brand ambassador. Contributes to an inclusive environment, building and maintaining strong cross-functional relationships and a deep understanding of organizational and university cultures. Upholds the principles of the USC Code of Ethics. Demonstrates alignment to strategic plans and priorities of the organization and university through words, actions and ideas.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.