



JOB INFORMATION

Job Code:	117158
Job Title:	Workforce Analyst (UHR)
FLSA Status:	Exempt
Supervisory:	Trains employees on specific skills and tasks as required.
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	8 Individual Contributor
Workforce Analyst (UHR)	

JOB SUMMARY

Develops data reports and converts findings into actionable business insights to be used by staff and leaders across the university. Works closely with relevant stakeholders to identify and analyze data sets and extract key insights. Champions the university's vision, culture and values.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

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

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Gathers data and extracts helpful insights relevant to varied client functions/departments, demonstrating extensive HRIS and workforce planning expertise. Keeps managers informed and updated with data-driven information and accurate work outputs supporting faster, more strategic decision-making. Enables improvements to existing processes and strategic initiatives using workforce data insights and reports.				
Helps convert workforce data into succinct, actionable business insights for HR leaders and university stakeholders. Works closely with relevant stakeholders to identify and analyze data sets and extract insights. Assists with training and outreach programs. Continuously looks for ways to improve the delivery of reporting and information through automation, streamlining and data visualization tools. Stays current with industry trends and evolving business practices (e.g., technology enhancements).				
Identifies new opportunities in HR and throughout the university to leverage workforce insights. Leverages business intelligence tools (e.g., Workday, Tableau) to develop and support reports and dashboards. Solicits constructive feedback and insights from managers and customers, proactively incorporating suggestions into continuous improvement of work.				
Proactively runs reports and extrapolates insights to promote data-driven decision making and strategic, dynamic HR actions. Escalates roadblocks or issues to appropriate colleagues. Supports strategic goals set by teams, departments and the university.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

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.