

The University of Texas at San Antonio

Job Description

Job Title: Human Resources Project Analyst
Code: 19506
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Human Resources
Reports To: Director of HR IT Operations

Summary

- Function: To serve as an internal UTSA resource for assigned organization review and assessments.
- Scope: Serves as an individual contributor for the completion of assigned projects and other related assignments. May be a participating project team member, or may serve as the primary resource for completion of department or division-wide projects.

Duties

- Typical:
 1. Working with various UTSA departments, reviews and documents organizational processes and workflow, and recommends improvements as needed.
 2. Provides HCM (Payroll, Time & Labor, Absence Management, Benefits, and Human Resources) application support to staff in the Human Resource Office.
 3. Coordinates with affiliate UTSA business entities, e.g. Payroll, Commitment Accounting, and Business Information Services and with external system management offices at other USHARE campuses and at UT Systems in researching, resolving system issues and in orchestrating system upgrades/patches.
 4. Coordinates resolution of incidents, enhancements, modifications, and system upgrades.
 5. Documents change requests in partnership with SMEs for modifications and customizations. Submits to the HCM Application Services
 6. Assists the HR Staff in reporting Incidents and requesting system enhancements, working with the established USHARE governance tolls and processes.
 7. Documents procedures and reference materials to support fixes, enhancements, and upgrades of UTShare/PeopleSoft and supporting software.

- 8. Functions as the data subject matter expert. Assists HRIT staff in understanding HR data and the interdependencies associated with other PeopleSoft modules. Clarifies reporting requirements, assists in report creations and validates results.
- 9. Responsible for insuring the various interfaces to outside vendor supported systems, e.g. Applicant Tracking, Verification of Employment (Equifax/TALX) Benefits, etc. and assists in fixing and/or enhancing these system.
- 10. Responsible for the data integrity of the PeopleSoft to HRIS (The Texas State Comptroller’s HR System) interface. Corrects rejects, complies statistics and resolves system disconnects.
- 11. Assists with the preparation of various Regulatory reports, e.g. IPEDS.
- 12. Serves as the functional lead on projects related to the acquisition of new systems/products , e.g. ePerformance, eForms, etc.
- Periodic:
 - 1. Serves as project manager for assigned projects:
 - a. Coordinates approval of project schedule.
 - b. Coordinates acquisition and alignment of required resources. Ensures sufficient resources are approved for timely project completion.
 - c. On an ongoing basis, monitors progress of project and provides regular updates to management and key stakeholders.

Education

Required	Preferred
Bachelor’s degree from an accredited institution.	Bachelor’s degree in Management or Human Resources from an accredited institution

Other Requirements

Required	Preferred
Valid Texas State drivers license	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of experience working in a Human Resource environment with a Human Capital Management System, e.g. PeopleSoft, SAP, Work Day, etc. that support the typical business processes associated with HR, e.g. hiring, compensation, benefits, payroll, etc.	Experience in higher education.
One year experience in working in an environment that required data mining and in depth knowledge of HR type data.	
One year experience in working with the	

ancillary systems, e.g. Payroll, Accounting as they relate to Human Resources.	
Excellent communication skills (written and verbal).	
Excellent customer service skills	

Equipment

Required	Preferred
Personal computer, advanced skills in Microsoft Office applications including Word, Excel, and PowerPoint.	N/A
Experience using a project planning software.	

Working Conditions

Usual	Special
Normal office working conditions.	

Supervision

Received	Given
Limited supervision from the Director of HR IT Operations.	May supervise assigned team members and/or clerical personnel.

Accuracy

Accuracy in using instruments, tools, and equipment

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
