



Human Resources Job Family: **HR Analysis Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

HR Analysis Specialist II INDIVIDUAL CONTRIBUTOR	HR Analysis Specialist III INDIVIDUAL CONTRIBUTOR	HR Analysis Specialist IV INDIVIDUAL CONTRIBUTOR	Director HR Analytics MANAGEMENT
Responsible for supporting university analytics initiatives such as reporting and analyzing data which include focused populations, identifying trends, and themes.	Responsible for supporting overall university analytics initiatives such as reporting and analyzing data which may include university-wide and/or focused populations, identifying trends, and themes.	Determine employee practices by benchmarking best practices; researching industry and employment trends; tracking legislation and estimating impact; evaluates proposed employee benefit contracts by studying provisions; estimating impact.	
Assist in identifying relevant program/service metrics, evaluating progress toward desired outcome(s), and where appropriate, make recommendations to improve program/service(s) and/or add new programs/services through fact-based decision-making.	Identify relevant program/service metrics, determine the best research design(s) and methodology(s) to capture the metrics, evaluate progress toward desired outcome(s), and where appropriate, make recommendations to improve program/service(s) and/or add new programs/services through fact-based decision-making.	Recommend employee programs by examining, evaluating, and optimizing employee understanding, acceptance, and interests, costs, regulatory requirements, and competitive advantage; utilize inferential statistics tools such as SPSS or SAS to interpret results and make recommendations.	Provide leadership in the identification, collection, storage, and analysis of data required to make HR investment and talent management decisions and to achieve programmatic, functional, and business objectives for resource optimization.
Monitor, analyze benefit/HR trends in the business environment; must stay abreast of applicable legislation.	Monitor, analyze benefit/HR trends in the business environment; must stay abreast of applicable legislation.	Provide management planning and control information by collecting, analyzing, and summarizing employee data and trends; recommend compliance actions for new and evolving legislation.	Develop and lead the interpretation of big HR data to identify significant differences, relationships, and trends in data, as well as factors that could potentially affect the results of the research findings; develop predictive models for key human capital measures including attrition, high performance, retention, and key hiring.

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Gather, analyze, and report on data from sources such as Workday, to determine programmatic gaps, impacts, and opportunities; measure employee experience via surveys utilizing tools such as Qualtrics.	Gather, analyze, and report on data from sources such as Workday, to determine and make recommendations on programmatic gaps, impacts, and opportunities; measure employee experience via surveys utilizing tools such as Qualtrics.	Accomplish human resources and organization mission by completing related results as needed; develop, implement, and analyze on-going HR surveys and program evaluations; leverage creative solutions, analytics and visualization and reporting techniques to enhance knowledge and drive actionable insights; measure employee experience via surveys utilizing tools such as Qualtrics.	Leverage creative solutions, analytics and visualization and reporting techniques to enhance knowledge and drive actionable insights.
Assist in determining impact of new policies or provisions; interpret related policies and procedures, and ensure compliance with regulatory agencies.	Assist in determining impact of new policies or provisions; interpret related policies and procedures, and ensure compliance with regulatory agencies.		
			Provide direct supervision and leadership for HR analytics initiatives, including guiding, mentoring, coaching, and performance management; set clear performance expectations, regularly provide feedback, and conduct performance review; assess individual development needs to maintain/increase skill levels and knowledge.
Partner with colleagues to assist in designing data collection studies to support their programs/services.	Partner with colleagues to assist in designing data collection studies to support their programs/services.	Partner with clients to determine appropriate data to collect and best method to collect the data.	Partner with closely with HRIS and other Analytics partners across the university to represent the data and system needs for HR as they consider university-wide systems; build analytics proficiency of the overall HR community.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11836 HR ANALYSIS SPECIALIST II, BAND E	11837 HR ANALYSIS SPECIALIST III, BAND F	11838 HR ANALYSIS SPECIALIST IV, BAND G	11839 DIRECTOR HR ANALYTICS, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree and up to 2 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Master's degree and 7 to 10 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Moderate impact	Significant impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	Persuading others to take a particular course of action Coordinate major activities	Contribute to group projects Coordinate major activities
CONTACTS - OUTSIDE	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Limited contact

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SUPERVISION	Provide guidance, counsel and information to employees throughout the University in specific support areas	Provide guidance, counsel and information to employees throughout the University in specific support areas	Day-to-day supervision to employees within the dept	Provide supervisory direction to other employees
COMPLEXITY	Focus on entire field and related areas	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, processes, and programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices
EFFECT OF DECISION MAKING	Directly affect an entire department Moderate effect on students and employees	Directly affect an entire department Moderate effect on students and employees	Directly affect an several departments Significant effect on students and employees	Decisions directly affect more than one college, school, administrative unit.
WORKING CONDITIONS	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.