

Senior HR Data Analyst – Human Resource Services

About the Human Resource Services (HRS)

HRS provides comprehensive human resource services throughout the agency in the areas of personnel policy and procedure; health and safety management and compliance; administration of applicable state and federal employment laws; employee and labor relations; collective bargaining; comprehensive benefits administration; and internal/external recruitment and retention.

About the Position

Under the direction of the HR Tech Solutions Manager, the Sr. HR Data Analyst will be a member of the HR Tech Solutions Team, integral to data integration and development of the Hiring Tracker Dashboard for SFPUC Human Resource Services. This position will play a role in elevating SFPUC Human Resource Services (HRS) as a leader in innovative HR practices to prepare for changes now and in the future while bringing the best outcome for our customers.

Essential Functions:

1. Serve as lead Project Manager for the entire implementation cycle of the Hiring Tracker Dashboard; act as key liaison between ITS and the department stakeholders.
2. Conduct complex research/analyses and participate in meetings with subject matter experts to capture data needs and reporting requirements while noting gaps and inefficiencies.
3. Design advanced data queries/data models/dashboards based on customers' needs, which may require developing the right algorithm to extract/connect information from several different HR information systems.
4. Conduct complex workforce data audits between external and internal HR information systems including Oracle PeopleSoft, SFPUC's internal position control system, SmartRecruiters using Business intelligence tools such as PowerBI, Visier People, Cognos, and MS Office Suite to ensure accuracy of dashboard data.
5. Collaborate with ITS and department subject matter experts to troubleshoot data anomalies.
6. Ensure that all milestones and deliverables are met in the agreed upon timeline within the project plan.
7. Ensure proper documentation of the Hiring Tracker Dashboard requirements is developed to enable ongoing maintenance/support.

The 1823 Senior Administrative Analyst may perform other related duties as assigned.