



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: NUNC  
Date created or revised: 11/14/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Business Analyst (HR Operations)  
Status: Full-time, 35 hours/week; continuing appointment  
Grade: 10  
Union Affiliation: NUNC (Non-union/Non-Classified)  
Reports To: Director of Human Resources

**PRIMARY PURPOSE:**

At the direction of the Director of Human Resources, the Business Analyst is responsible for providing HR system, operational, financial, and administrative support performing complex and confidential duties and special projects in a deadline driven environment. Independently evaluate and review complex information, prepare analyses relating to HR activities to assist in identifying trends. Manage HR data and insure data integrity, and provide HR reporting and analytics. Manage PS and PA HR systems to include training users, troubleshooting and testing. Maintain and update HR Web pages, HR document file, EEO reports, grievance files, training program files, evaluation files and other related HR program material/files. Prepare scheduled and ad hoc documents and reports. Hire and supervise student workers.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Review PS data for accuracy, integrity and adherence to data governance rules/practices. Coordinate modifications, upgrades, testing in collaboration with HR staff and MIS as needed. Explore and recommend PS modules/pages for HR use. Participate in Data Governance committee.
- Prepare and provide scheduled and ad hoc reports, labels to HR staff and other users. Insure requests for data are properly vetted and authorized. Reports include but are not limited to, all employee reports, benefits reports, adjunct/PSA/Classified seniority reports, EEO reports, directory reports, etc.
- Manage PA data including user accounts, search committee accounts, applicant workflow and provide ad hoc reports as needed. Provide general assistance or training to users. Manage PA updates and testing, work with PA technicians to troubleshoot as needed.
- Maintain labor matter and complaint files/reports; use data to identify trends that inform development of policy, procedures, training and labor negotiations.
- Coordinate Monthly Payroll (MP) processing; insure MP forms are complete, obtain authorized signatures, log and submit to payroll for processing; participate in efforts to transition to an electronic MP system.
- Assist with keeping HR web pages current including insuring links are current and accurate and HR pages are access compliant. Collaborate with HR staff and Web Communications Office as needed.
- Receive, review and take appropriate action and/or make recommendations relative to various request and inquiries. May respond to requests for information that may be sensitive and

confidential from the Rhode Island College community or other stakeholders. May prepare routine sensitive documents or draft documents for signature of the Director of HR. May take minutes at various meetings and prepare minutes for approval/distribution. Maintain Director's calendar and assist director with scheduling appointments/meetings.

- Responsible for office procurement and assisting Director with management of HR budget.
- Oversee HR document bank and insure documents are up-to-date.
- Complete verifications of employment as needed. May prepare PowerPoint presentations and other reports using spreadsheet software, particularly Excel.
- Hire and supervise student workers and sign student time cards. Insure students are properly trained in answering phones and greeting customers, coping, scanning, mail distribution, maintaining filing systems, purging projects and other ad hoc tasks/projects.

#### Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of HR.

#### **REQUIRED QUALIFICATION STANDARDS:**

##### Education:

Bachelor's Degree.

##### Experience:

- A minimum of three years of experience in a complex staff position with office management responsibility (including enterprise systems, finance, calendars, communications, and preparation and processing of confidential materials.).
- Demonstrated experience regarding human resources activities.

##### Skills, Knowledge, and Abilities:

- Demonstrated experience with Microsoft Office (including Word, Excel, and PowerPoint.)
- Demonstrated experience with financial and human resource systems (e.g., Oracle PeopleSoft.)
- Demonstrated ability to collect, input, verify, and report data for analysis.
- Demonstrated experience with troubleshooting and resolution of issues.
- Demonstrated ability to understand finance and budget concepts.
- Demonstrated strong interpersonal and verbal communication skills.
- Demonstrated ability to coordinate and balance multiple priorities in a complex office environment.
- Demonstrated ability to work independently.
- Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to others.
- Demonstrated mathematical and analytical skills.
- Demonstrated ability to work with diverse groups/populations.

#### **PREFERRED:**

- Master's Degree in related field(s).
- Demonstrated experience with Web Base software; WordPress.
- Demonstrated experience in Human Resources.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to expanding the diversity of its faculty and staff, the college invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*