# HR Analyst Job Description

**Learn about the key requirements, duties, responsibilities, and skills that should be in an HR analyst job description.**



HR analysts compile and analyze HR data and make recommendations related to hiring and retaining staff. HR analysts present reports on their findings to senior management, suggest ways to improve the structure in an organization, and implement and facilitate training initiatives.

## HR Analyst Job Description

We are looking for a motivated and result-driven HR analyst. In this role, you will submit reports regarding employee records, labor laws, and employee surveys. Using data collected through HRIS, the HR analyst will recommend changes to improve the culture in the organization and make suggestions about staff hiring and retention.

To be successful as an HR analyst, you will possess a high level of business acumen as you'll be responsible for the training and development of staff. Ultimately, a top-notch HR analyst will pay meticulous attention to detail and have excellent communication skills.

## HR Analyst Responsibilities:

- Collecting data on payroll outputs, management and employee surveys, employment records, and exit interviews.
- Implementing relevant HR metrics in order to determine the efficiency and impact of the workforce.
- Analyzing data and statistics for trends with regard to recruitment practices, motivation, turnover, and compliance with employment laws.
- Optimizing and implementing new data processes and systems.
- Compiling reports of data results and presenting these to senior managers.
- Identifying short- and long-term goals to ensure top-notch employee performance.
- Recommending policies that will improve the culture within the company and suggest ways in which to hire the best candidates for the job.
- Evaluating jobs and reviewing both existing and new positions and communicating the results of this to senior management.
- Identifying why candidates and employees choose to work within a company and recommending areas in the workplace that can be improved.
- Reviewing job descriptions to impact positively on employee retention.

## HR Analyst Requirements:

- A bachelor's degree in human resources or business administration.
- A minimum of two year's experience in a similar role.
- Experience using human resource management systems (HRIS).
- Excellent research, analytical, and problem-solving skills.
- The ability to work as part of a team and independently.
- Excellent knowledge of Microsoft Office Suite, Excel, and the ability to create charts, spreadsheets, and presentations.
- Familiarity with HR operations, such as hiring, payroll, and employee benefits.
- Excellent verbal and written communication skills.
- An in-depth understanding of labor laws.