



*** Job Opportunity***

HR Data Analyst

Valley Children's Hospital is dedicated to delivering excellence in quality and service to more than 1.3 million children living within our expansive 11-county service area. In pursuit of our vision to become the nation's best children's healthcare network, we are constantly looking at add new talent to our expanding network of more than 3,000 professionals.

To apply please go to: <http://jobs.valleychildrens.org/hr-data-analyst-workforce-planning/job/6813806>
or call (800) 228-2231

Job Summary:

This position reports to the Manager of Workforce Planning and oversees the management of data within Human Resources. It is a strong analytical role that focuses on the understanding of data and its use in the applications and databases. The HR Data Analyst creates and maintains the integrity of human resources reports, metrics, self-service dashboards and databases that support the organization. Works closely with peers and stakeholders to access, extract, clean and analyze data from a variety of data sources, including linking disparate forms of data and/or creatively using existing data to propose metrics and present them in a compelling way. Recommends and develops enhancements to optimize work flow and functionality of HR applications. Coordinates with IT for reporting support as needed. Takes responsibility for analyses of HR data to identify relationships and trends; interpret data and communicate noteworthy findings to HR leadership.

Position Accountabilities

- Oversees data management within Human Resources systems.
- Work closely with peers and stakeholders to access, extract, clean and analyze data from a variety of HR data sources.
- Gather new data, link disparate forms of data, and/or creatively use existing data to propose metrics and present them in compelling way.
- Design reporting tools that allow users to customize different views involving large data sets.
- Takes responsibility for analyses of HR data to identify relationships and trends; interpret data and communicate noteworthy findings to HR leadership.
- Continually assesses system functions, recommends and develops enhancements to optimize work flow.
- Facilitates education of leadership/employees as to the functionality and availability of data resources and report capabilities.

Qualifications

- Required
 - 4 year college degree.
 - Minimum of 3 years' experience functioning as a Data Analyst
 - Minimum 3 years' experience writing advanced SQL, data mining and using databases in a business environment with complex datasets
 - Advanced Excel skills
- Preferred
 - Strong analytical thinking, be customer service oriented, and be a self-starter who is able to work independently to achieve goals.