

HR Operations Project Analyst

Department: Human Capital & Talent

Organizational Relationship: Reports to the Senior Manager of HR Systems and Operations

FLSA Status: Exempt

Last Updated: April 18, 2024

General Summary:

The HR Operations Project Analyst assists in managing the implementation/upgrade, configuration, and support of the timekeeping system and Human Resources Information System (HRIS) applications. The Project Analyst works under the guidance of a Senior Manager and collaborates with Human Resources (HR), Payroll, Technology, and other stakeholders to ensure the systems are effectively utilized and meet the organization's needs.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Assists in the planning and coordination of timekeeping system and HRIS projects
2. Helps maintain project documentation, including project plans, schedules, and status reports
3. Supports the Senior Manager in tracking project progress and managing project timelines
4. Assists with the configuration of the timekeeping and HRIS systems under the supervision of a senior team member
5. Participates in system testing and helps document test results
6. Supports the resolution of configuration and integration issues
7. Helps develop training materials and documentation for end-users
8. Provides support to users by addressing questions and concerns
9. Assists in conducting training sessions and workshops for system users
10. Supports ongoing maintenance activities for Kronos and PeopleSoft systems
11. Assists in troubleshooting and resolving system issues reported by users
12. Collaborate with technical teams to ensure timely resolution of problems.
13. Assists with data entry, data validation, and ensuring data integrity within the systems
14. Helps generate reports and extract data as needed for analysis
15. Supports efforts to ensure that systems comply with legal and regulatory requirements
16. Contributes to the identification and implementation of process improvements

©Copyright 2024 Latham & Watkins. All Rights Reserved.

LATHAM & WATKINS

17. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required in a related field, such as Computer Science, Information Systems, Human Resources, or Business Administration
- Five years' HR or HR Systems experience may be considered in lieu of a degree

Work Experience

- A minimum of two years' experience in project coordination or management required, preferably with exposure to the relevant timekeeping and HRIS systems

Knowledge, Skills & Abilities

- Basic understanding of HR processes and payroll systems
- Good organizational and time management skills
- Strong communication and interpersonal abilities
- Ability to learn and work under the direction of senior colleagues
- Proficiency with Microsoft Office Suite, especially Excel and PowerPoint
- Ability to work in a team environment and support collaborative efforts

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.