



HR Program Analyst (full-time, 35 hours/week)
Office of Human Resources
Position 102021

Position Summary: The Human Resource Program Analyst provides analytical support for the Associate Vice President/Chief Human Resources Officer and to the Office of Human Resources. The Human Resource Program Analyst ensures that human resource programs support the mission and goals of the University. This position performs a range of professional work across human resource functions. The position is responsible for human resources metrics, program analysis development and budget oversight. Access, identifies and interprets information and data to facilitate decision making and bench marking. Prepares reports and presentations. Develops documents for monitoring processes, procedures and projects. Seeks out solutions or identifies improvement processes. Coordinates the budget development process; tracks purchase requisitions and process invoices for payment. Manages department project planning and tracking. Supports the implementation of new initiatives across HR functions.

Essential Responsibilities Include: Collects and analyzes HR data. Develops HR metrics; tracks trends and developments. Conduct studies, perform research and prepares reports. Provides support in preparing data, presentations, materials for AVP/CHRO and Directors, as requested. Prepares reports for senior management. Assist with new program - design, evaluate and implementation. Support and/or lead work streams on engagements related but not limited to HR Service Delivery, Talent Management, Learning & Development, Communications, Change Management, and Compensation and Benefits programs. Supports the planning, designing, and developing of new programs. Develop models, methodologies, and processes using statistical tools and other quantitative techniques to perform analyses supporting human resources reports, cost benefit analysis that further organizational development. Analyze data for long-range strategic plans and programming options. Supports the Benefit Manager with benefit cost analysis and reconciliation. Manages the budget process; and ability to analyze budget information. Assist in budget presentations and reconciliation. Reviews HR budget monthly and alerts AVP/CHRO of any budget variances. Tracks purchase requisitions and process invoices for payment.

Minimum Qualifications: Bachelor's Degree with a minimum of three (3) years' of demonstrated experience in an analyst role in human resources, higher education or business-related professional environment examining and analyzing data to solve issues and draw conclusions. Ability to help generate relevant metrics to further business and HR strategic initiatives and priorities. Experience developing, modifying and maintaining queries/databases and generating reports. Demonstrates analytical experience. Project planning or project management experience preferred. Knowledge of business math, accounting methods and procedures. Prior experience (1) one year with the ability to create, read and understand budget reports. Experience with participating in or coordinating training events is a plus.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102021 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of *The Catholic University of America*. Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA
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