

## Position Details

Position Title	Sr. Business Analyst Benefits and Payroll Solutions
Travel Requirements	No Travel
Functional Area	Benefits and Payroll
Organization Level	Individual Contributor
Employment Category	Full Time

## Job Overview

- Are you passionate about serving your colleagues?
- Do you love data and systems and using them to influence strategy and decision-making?
- Do you thrive in a fast-paced, synergistic team environment?

Benefits and Payroll Solutions is looking for an HRIS Sr. Business Analyst to work in a collaborative team, helping to mesh the needs of end users and applications with the technological requirements and capabilities of a modern HRIS system.

Our mission is to empower Benefits and Payroll to meet all compliance needs while serving our employees with expertise. We believe that excellence in operations, combined with personalized service, creates a payroll and benefits experience for our employees that cannot be matched. The HRIS Sr. Business Analyst will work closely with IT to execute projects that improve data integrity, process efficiency, and user experience. We are passionate about improving the employee experience through well-designed technology and driving user adoption of certain applications by ensuring that their user experience is accurate and accessible.

The Systems Sr. Business Analyst is responsible for implementing our strategies, goals and objectives across Benefits and Payroll systems, processes, and analytics. This position partners closely with other departments such as IT and People/Human Resources to deliver high-impact projects that improve both systems & analytics reliability, productivity, and customer satisfaction among stakeholders.

This position reports directly to the Director of Retirement Benefits and Compliance and is located at our Support Center in Atlanta, GA.

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## Job Responsibilities and Activities

### Systems Implementation and Management:

- Design, select, and implement or modify the HRIS and any other benefit specific platforms.
- Partner closely with other departments – People, IT, Restaurant Payroll, and Legal
- Drive continuous improvement of processes, systems and data that supports benefits and compliance needs.
- Lead projects and activities that enable scalable solutions, e.g. automate current manual processes by leveraging data and systems in new ways.
- Ensure data and services are compliant with local, state and federal regulatory requirements.
- Provide systems and data analytics support to Benefits and Payroll Solutions team members, as well as third party vendors where appropriate.

### Data Accuracy, Analysis & Story Telling:

- Manage maintenance and accuracy of system interfaces, inputs, and employee data for analysis, reporting, and distribution
- Build data queries and visualizations (e.g. SQL, advanced excel, reporting tools like Tableau) to answer key business questions and monitor compliance or trends
- Leverage data from HRIS to inform Benefits and Payroll decisions

### Business Analysis:

- Perform business process redesign (BPR) to simplify existing processes and design new processes
- Gather and synthesize key business requirements and meeting notes
- Create and execute basic test cases, and manage end user testing
- Build high-value project deliverables (e.g. Requirements, Presentations)

### Project Management

- Ability to lead projects from inception through adoption and evaluation
- Ability to balance and execute multiple projects simultaneously
- Ability to build project charter, milestone and detailed project plan
- Ability to lead quick, high value team meetings
- Ability to identify and manage key issues and risk for the project
- Ability to understand stakeholders, create communications and training required for adoption
- Ability to work well with third party vendors and platforms

## Qualifications

Minimum requirements:

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- Bachelor's degree (e.g. HR, Business, Management Information Systems, Engineering)
  - Minimum 2 years in HR Systems project delivery role focused on process improvement, system implementation, and/or data analytics.
  - Strong process-oriented and data-oriented problem solver
  - Must understand the solution development lifecycle (i.e. SDLC)
  - Experience implementing or administering HR systems like Workday
  - Experience with business process-mapping, redesign, and rollout

#### Preferred Skills:

- Consulting experience
- Experience with data governance activities (e.g. data definitions, standardizing forms, audits) to ensure data clarity, integrity and value.
- Solid data querying and visualization skills (e.g. SQL, advanced excel, reporting tools like Tableau)

## Behaviors Most Critical to this Job

- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answer.
- **Strategic Agility:** Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
- **Managing Vision & Purpose:** Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.
- **Decision Making:** Makes good decisions in a timely manner based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.