



CLASS TITLE | HUMAN RESOURCES DATA ANALYST

PAY GRADE: AT-40 | www.cityoftulsa.org/pay

Effective Date: 06/10/2026

CLASS CODE: 2551

PAY INCREASE OPPORTUNITIES OUTLINED BELOW

PURPOSE OF THE CLASSIFICATION: Under direction performs complex, highly technical and advanced financial, statistical and management analyses used to identify and prioritize safety, personnel and other human resources related reports and data and performs other related assigned duties.

ESSENTIAL TASKS:

- Coordinates with the IT Department, Enterprise Resource Planning (ERP), and HRIS Administrator to gather, analyze, evaluate, design, modify and maintain the data collection and develop system procedures to enhance the effectiveness of programs and processes
- Creates automated files and databases for use in originating reports, spreadsheets and maps for information management functions and distribution
- Prepares and maintains documentation relating to department data collected and used in analysis, ensuring adherence to data governance business practices
- Applies analytical techniques such as data visualization
- Analyzes, monitors, reconciles and submits data for various benefit programs utilizing actuarial data and/or other financial information and enrollment reports (*some positions*)
- Manages the data and information required for the Annual Actuarial Report (*some positions*)
- Develops and implements processes, methods and tools designed to measure, evaluate, and monitor established departmental criteria
- Compiles and reviews data collected from various sources to identify trends and significant changes in performance regarding various human resource management programs
- Presents analytical information regarding relevant data to departments
- Serves as contact point for data inquiry and data auditing purposes
- Serves as records custodian for HR records
- Assists in writing programs to query tables and assessing data integrity
- Prepares reports to comply with federal regulations, including but not limited to the EEO-4, EEOP, and OSHA reports (*some positions*)
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:



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- (a) Completion of 120 hours from an accredited college or university in the field of human resources management, computer science, business administration, statistics, industrial science, or other related fields; **and,**
- (b) Four (4) years' of experience relevant to the essential tasks listed in this job description.

PAY INCREASE OPPORTUNITIES

Employee will be eligible for the following proficiency increase opportunities upon completion of all criteria as described below. If an employee elects to complete proficiency increases, the opportunities must be completed beginning with the #1 in order. (However, an employee is not required to complete the two (2) proficiencies.)

Increase Opportunity #1

- Employee will be eligible for a 1 step increase for possession of the Professional in Human Resources (PHR), or Society for Human Resource Management-Certified Professional (SHRM-CP) certification; **and,**
- Twelve (12) months in the position.

Increase Opportunity #2

- Employee will be eligible for an additional 1 step increase for obtaining either the Senior Professional in Human Resources (SPHR), Society for Human Resource Management-Senior Certified Professional (SHRM-SCP), or completion of additional external related certification/training as approved in advance by the employee's manager; **and,**
- Eighteen (18) months in the position.

Knowledge, Abilities and Skills:

Knowledge of:

- Data entry, trending, and report generation
- Governmental regulations and applicable standards
- Knowledge of and technical expertise in analyzing numerical data and industry performance measures and industry "best practices"



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- Comprehensive knowledge of methods, procedures, and techniques used in the fields of human resources, and auditing
 - Considerable knowledge of state and federal regulations related to data and open records
 - Considerable knowledge of statistics
 - Considerable knowledge of data analysis and design
 - Considerable knowledge of Microsoft Office applications, GIS software, analysis software, SQL and other applicable analysis tools and software

Ability to:

- Analyze complex issues and formulate sound concepts
- Gather, maintain, and analyze large amounts of data and interpret trends and patterns
- Work independently and to recognize, analyze and solve complex problems
- Apply excellent attention to detail and accuracy
- Effectively communicate both verbally and in writing with all levels of employees
- Meet deadlines, multi-task, and work under competing priorities
- Discreetly handle sensitive and confidential information
- Make complex mathematical calculations

Skill in:

- Researching data sources, performing data mining to gather information and then organizing data
- Building and maintaining dashboards in data visualization applications
- Developing effective data collection procedures

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 60 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, reaching and bending; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and requires some travel to various locations to provide technical support and training or to coordinate projects.

EEO Code: N-02

Group: Clerical and Administrative

Series: Data Processing and Information Services