

HR Data and Insights Senior Analyst

Department: Human Capital & Talent

Organizational Relationship: Reports to the Human Resources Manager – People Analytics

FLSA Status: Exempt

Last Updated: February 21, 2024

General Summary:

The HR Data & Insights Team is a global resource within Latham & Watkins' Human Capital & Talent (HC&T) Department. The team supports the global HR community, and other stakeholders across the firm, for all Human Capital data related needs.

The HR Data and Insights Senior Analyst develops, maintains and enhances solutions to provide firm leadership with key people data and trends. In this role, the HR Data and Insights Senior Analyst, is responsible for providing accurate, secure and actionable people data and insights to drive informed business decisions.

Essential Duties and Responsibilities:

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

1. Consults with internal clients to design, develop, and maintain, interactive HC&T dashboards
2. Provides ad hoc visuals for intermediate and advanced HC&T data requests (past, present, future forecasting)
3. ETL from various sources for effective data visualization creations
4. Monitors Dashboard Performance, troubleshoots issues, and optimizes for speed and efficiency
5. Performs exploratory data analysis to identify trends, patterns, and insights that drive business decisions
6. Stays current with industry best practices, and emerging trends in data visualization and analytics
7. Builds advanced level queries using PeopleSoft, Business Objects and other databases to extract results for various internal clients and stakeholders
8. Consults with various internal clients to service data needs and provides ad hoc assistance for general and advanced level HC&T data requests

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9. Effectively determines reporting sensitivity levels, low to high, in order to determine appropriate escalation steps
10. Coordinates with HRIS team and internal clients, to effectively build and store HC&T data points for extraction
11. Assesses and creates automated reporting needs for clients
12. Serves as Data Insights & Analytics subject matter expert, and a point of escalation for team analysts
13. Possesses a deep understanding of HRIS data points, will need to identify and address weaknesses in data structure
14. Completes special projects regarding various issues as needed
15. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree in Data Science, Statistics, HR, or related field required

Work Experience

- A minimum of five years' experience of relevant experience building and delivering impactful HR Data, Reporting, and Dashboard solutions required
- A minimum of five years' experience utilizing Tableau and PowerBI required
- A minimum of one years' Data Engineering experience and the use of Python/Alteryx required
- A minimum of one years' ML experience required

Knowledge, Skills & Abilities

- Proficiency in Systems Data extraction, preferably with PeopleSoft or Business Objects
- Proficiency in SQL language and advanced Technology stacks, such as Python, R, DBT, Pandas, Snowflake, Starburst
- Solid data visualization and storytelling skills to effectively communicate insights and influence decisions.
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to handle confidential and sensitive information with appropriate discretion
- Ability to work in a team environment with a customer-service focus
- Good communication skills, both written and verbal
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Knowledge and proficiency in PC applications, including MS Office

Physical Demands

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- 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.