

HRIS Analyst

Department: Global Human Resources

Organizational Relationship: Global Human Resources Manager - HRIS

FLSA Status: Exempt

Last Updated: November 24, 2025

General Summary:

The Human Resources Information Systems (HRIS) Analyst develops solutions and supports database administration to ensure the best possible user experience through table setup, systems monitoring, system enhancements and problem solving for Human Resources (HR) processing. They will provide functional support to HRIS end users.

Essential Duties and Responsibilities

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

1. Utilizes expertise in MS Excel, MS Access, and Business Objects to analyze data and generate functional reports from query results.
2. Possesses strong analytical and strategic thinking skills, enabling the delivery of insightful analysis and support for strategic decision-making within the firm.
3. Participates in the review, planning, testing, implementation, and training for HRIS upgrades and updates.
4. Manages the configuration of the firm's HR system (PeopleSoft), covering areas such as compensation, workforce, benefits, performance, payroll, and profile management.
5. Collaborates with internal clients and the Global HR Services team to identify opportunities and develop system-based solutions that enhance business processes.
6. Maintains and updates the HRIS system as a functional user, ensuring accurate table configurations and the proper functioning of feeds to downstream systems.
7. Evaluates existing system configurations and processes to identify improvements in the HRIS user experience, engaging all users to determine optimal setup and configuration.
8. Applies knowledge of query tools and HRIS table structures to write complex queries for retrieving current and historical data for system testing and management requests on both regular and ad hoc bases, as needed.
9. Acts as a secondary point of contact for the Global HR Services team, assisting with reporting, data updates, and data corrections as required.
10. Provides training to other users on primary HR systems and related applications.
11. Engages with the vertical groups within the Human Capital and Talent and Technology teams regarding system specifications and the setup for HRIS and other systems

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maintained by the team.

12. Promotes effective work practices and contributes as a team member.

Position Specifications

Education

- Bachelor's degree in Business Administration, Human Resources, or related field preferred
- Certification in PeopleSoft HR, Benefit Administration, and Payroll Interface modules strongly preferred

Work Experience

- A minimum of two years' experience in HRIS and HR Administration desired
- A minimum of two years' technical/functional experience with PeopleSoft HR, Base Benefits, Benefits Administration and payroll Applications desired

Knowledge, Skills, and Abilities

- Knowledge and proficiency with PeopleSoft Query tools, and Business Objects
- Basic understanding of design thinking
- Solid understanding and experience with PeopleSoft-HR, Base Benefits, benefits administration, payroll, and Self-Service Modules
- Knowledge and proficiency in general PC applications, including MS Office
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer service focus.
- Strong communication skills, both written and verbal
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to handle confidential and sensitive information with appropriate discretion
- Ability to develop extensive knowledge of firm procedures
- Excellent writing skills
- Strong analytical skills with minimal supervision needed
- Confidence and discipline to work independently and provide concise and specific recommendations to senior management
- Exhibits an advanced ability to perceive and analyze problems and develop alternative strategies to solve them.

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

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duties may be assigned and requirements may vary from time to time, and from location to location.