NBCUniversal

Title: Talent Systems Analyst

Location: New York, NY

Job Type: Full-time

Compensation Type: Salary

Wage:

Start Date: ASAP

End Date: 5/10/2017

Job Description:

The Talent Systems Analyst is responsible for assisting the Learning COE with supporting and enhancing system processes for all employees. This position will report to the Manager, Performance & Learning Systems and will be part of a broader team in HR Operations that is responsible for all aspects of administering e-learning and performance programs to the NBCU global employee population. This position will support all NBCU businesses and all languages using both SAP and cloud based solutions.

Primary Responsibilities:

The Talent Systems Analyst is responsible for assisting the Learning COE with supporting and enhancing system processes for all employees. This position will report to the Manager, Performance & Learning Systems and will be part of a broader team in HR Operations that is responsible for all aspects of administering e-learning and performance programs to the NBCU global employee population. This position will support all NBCU businesses and all languages using both SAP and cloud based solutions.

- Assist in the review, testing and implementation of upgrades and patches of the Performance and Learning Systems.
- Collaborate with functional and technical staff to coordinate the upgrade or fix. Maintain system tables. Document process and results.

Production Support
- Ability to meet Tier 2 Service Level Agreements (SLAs) for any escalated Performance and Learning related issues from the Tier 1 team.
- Includes researching and resolving configuration issues, unexpected results or process flaws; performing scheduled; recommending solutions or alternated methods to meet requirements.
- Manage daily administrative and technical details related to the Learning and Performance System to include auditing and evaluation of daily batch files, configuration, table maintenance and ad hoc reporting.
- Supports the Learning and Performance Systems, including content, schedules, enrollment, deployment of courses, and employee tracking.

Projects/Process Improvements
- Recommend and/or support process/customer service improvements and policy/program changes.
- Actively search, creatively design and implement effective solutions and platforms that can be used to enhance the user experience and performance of Talent and Learning Systems.
- Use project management skills in managing projects. May provide overall project management for a given HR initiative.

Reports/Queries
- Create, maintain and support a variety of reports or queries using appropriate reporting tools. Help maintain data integrity in systems by running queries and analyzing data.
Qualifications:

Basic Qualifications
☐ Bachelor’s degree or equivalent work experience
☐ Minimum of 2 years of HRIS related experience

Eligibility Requirements
☐ Interested candidate must submit a resume/CV through www.nbunicareers.com to be considered
☐ Must be willing to work in Englewood Cliffs, NJ
☐ Must have unrestricted work authorization to work in the United States
☐ Must be 18 years or older

Application Instructions:
Please apply directly via the NBCUniversal Careers Page

Disclaimer Information

About the organization:

NBCUniversal is one of the world’s leading media and entertainment companies in the development, production, and marketing of entertainment, news, and information to a global audience. NBCUniversal owns and operates a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, and world-renowned theme parks. NBCUniversal’s policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law.