**HR EEO ANALYST**

**Description**

Emerson is seeking an HR EEO Analyst with an understanding of EEO law, statistics, data analyses, testing, selection, and compensation equity analyses.  The Analyst will collect, prepare, review, combine and clean the large Human Resources data sets required for Affirmative Action planning, ensuring completeness and accuracy. This position requires collaboration with other team members, and HR contacts across the United States.

**Responsibilities**

* Prepare federal Affirmative Action Plans, statistical compensation analyses, EEO-1 and VETS-4212 filings, adverse impact analyses, validation studies, and other statistical analyses related to EEO and diversity
* Identify, research, and resolve data irregularities
* Organize and maintain electronic data
* Import data into Affirmative Action software and prepare reports
* Develop project plans, manage deadlines, and ensure project steps are completed and progress in a timely fashion
* Research and recommend diversity outreach strategies
* Provide support during U.S. DOL-OFCCP audits
* Partner with Human Resources Information Systems team to improve underlying systems for completeness and accuracy
* Prepare and deliver Affirmative Action training

**Requirements**

* MA/MS in Industrial/Organizational Psychology, Statistics, Labor Economics, MBA in Human Resources Management & Industrial Relations, or related field, or equivalent industry experience
* 1 - 4 years of experience, education, or internship directly related to federal affirmative action plan compliance (preferred – not required)
* Strong computer skills required. Proficiency with MS Office, particularly in Excel is required. Prior experience with SPSS, SAS, or R preferred
* Conceptual understanding of EEO statistical methods and interpretation of statistical data including: t-test, Fisher’s Exact Test, correlation, multiple regression analysis, etc.
* Experience with Berkshire BALANCEaap software or equivalent preferred
* Must have attention to detail and ability to work under multiple deadlines
* Working knowledge of related federal EEO laws and regulations including Executive Order 11246, Title VII, Section 503 of Rehabilitation Act, Section 4212 of the VEVRAA, UGESP, EPA, etc. preferred
* Familiarity with OFCCP audit protocol and regulations preferred.
* Able to effectively work in a team environment
* Occasional travel to Emerson facilities required.