



JOB DESCRIPTION

JOB TITLE: Human Resources Analyst

JOB CODE: 2170

DEPARTMENT: Human Resources

FLSA STATUS: Exempt

REPORTS TO: Human Resources Manager

SUMMARY OF JOB PURPOSE

Provides program management of Human Resources programs related to classification and compensation, benefits, performance management, and other employee service programs; supervises assigned staff and acts as the Human Resources Manager as required.

ESSENTIAL FUNCTIONS

1. Administers the day-to-day activities of classification and compensation programs; conducts job evaluations and analysis for existing and proposed new jobs as requested; conducts job audits to assess work performed, determines applicability of job title in relation to duties performed, and makes classification and compensation recommendations; reviews and updates existing job descriptions and drafts new class specifications; assures effective communication of compensation issues.
2. Oversees daily administration of the County benefit plans, including health, life and disability insurance, PERS retirement plan, 457 deferred compensation plan, COBRA, and flexible reimbursement accounts; works with H.R. Manager and outside providers/vendors in the development and implementation of programs, including rate increase negotiations; develops open enrollment plans and documents; develops employee communication and education materials and presents to employee groups; provides instruction and assistance with enrollment forms; addresses questions regarding benefits, policy and procedures, and other personnel issues; coordinates with providers and vendors to resolve employee issues.
3. Develops statistical reports based on recruitment, status, position control, new hires, Public Employees' Retirement System (PERS), Douglas County Employees' Association (DCEA), evaluation notices, gender/female report, insurance pending, temporary tracking, Employee Assistance Program (EAP) tracking, and other miscellaneous reports as needed; maintains and updates Affirmative Action Plan and completes EEO-4.
4. Analyzes statistical data and other information concerning all aspects of employment functions and recommends solution policies, practices, and programs to address problems discovered in the analysis process; prepares operational and statistical reports and conducts special projects as assigned by the Human Resources Manager.
5. Assists in the development of Human Resources policies, procedures, and other administrative regulations; interprets and responds to inquiries regarding policies, procedures, and programs.
6. Oversees, develops, and coordinates a variety of employee and supervisory training programs; coordinates and manages special programs/projects such as Employee Health, Safety, and Wellness Fair, brown bag lunch education programs, 10,000 Steps program, Tobacco Cessation program, etc.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Human Resources Analyst

7. Develops and conducts market salary surveys; collects and analyzes market data; determines competitive position of County salary range structure; develops and presents recommendations for annual structure adjustments to maintain internal and external equity in pay plans; updates HR system with new salary ranges, new positions and job codes, and acts as point-of-contact for questions from other Local and State agencies; assists with the development and maintenance of the annual HR Budget.
8. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff, disciplining employees, and preparing performance evaluations.
9. Provides assistance in other areas as needed, including but not limited to recruiting, interviewing, conducting background checks, developing interview questions, establishing qualified applicant status, and conducting New Hire Orientations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Human Resources, Business Administration, Public Administration, Industrial Relations or related field and five (5) years of progressively responsible technical human resource experience; OR an equivalent combination of education and experience. Public sector experience desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to complex inquiries or complaints from the public, County employees, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or Board of Commissioners.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Human Resources Analyst

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of theories, principles, and techniques of Human Resources, including a thorough understanding of Federal, State, and Local laws and regulations related to personnel, recruitment, safety and risk management, compensation, benefits, and HRIS; ability to multi-task and adjust priorities rapidly; intermediate to advanced level of computer knowledge including word processing, spreadsheet, and database software; knowledge of adult learning principles and ability to train supervisory and management employees; familiarity with training evaluation programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; PHR or SPHR certification; CCP and/or CBP certification desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in the work environment is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.