



JOB DESCRIPTION

Title: **HUMAN RESOURCE ANALYST**
Department: Human Resources
Class Code: 5450
FLSA Status: Non-Exempt
Effective Date: July 1, 1990 (Rev. 07/2020)

GENERAL PURPOSE

Under general supervision of the Human Resource Director performs a wide variety of professional human resource services which may include benefits administration, recruitment/selection, performance reviews, employee relations, and classification/compensation plans.

ESSENTIAL DUTIES

- Conducts and coordinates the recruitment/selection process. Develops and maintains job registers by working with department/division heads.
- Maintains the City's personnel database and records system. Properly archives and destroys records as per the State's retention schedules.
- Administers all benefit plans and programs offered by the City and coordinates annual open enrollment and benefits fair.
- Coordinates benefit changes with payroll and benefit carriers and maintains the database for all benefit carriers for the City's personnel.
- Designs and maintains the City's Human Resource web pages.
- Coordinates and develops the City's employee health and wellness programs.
- Conducts new employee orientation.
- Acts as the frontline point of contact to employees, applicants, and other external customers for Human Resource needs.
- Acts as the administrator for the City's performance software.
- Assists with the administration of the classification and compensation plan, including updating job descriptions and conducting salary surveys.
- Assists in implementing the City's training program.
- Orders department supplies, responsible for check requests and reconciliation and payment of bills.

- Assists in the continuous improvement and development of the City's personnel policy and employee handbook.
- Stays well-informed on legal requirements and industry standards through continual education.
- Performs administrative duties to support the division.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Associates degree in human resources, business management, or closely related field from an accredited college or university; plus one (1) year of experience in human resources, accounting, finance or equivalent combination of education and/or experience.

Necessary Knowledge, Skills and Abilities

- Knowledge of regulatory and professional guidelines.
- Knowledge of research methods, policy-writing, benefits administration, compensation administration, position classification and other human resource processes.
- Intermediate knowledge of Excel and Word, basic knowledge of PowerPoint.
- Ability to plan, organize, prioritize, monitor, and evaluate work-flow.
- Ability to communicate effectively verbally and in writing.
- Ability to establish working relationships with both internal and external customers.
- Ability to maintain composure and communicate effectively under stress.
- Ability to perform effectively under competing and/or conflicting demands on time and self.
- Ability to work with minimal supervision and take initiative.
- Ability to perform moderately complex research work.
- Ability to formulate and write personnel policy.

TOOLS & EQUIPMENT USED

- Personal computer, Microsoft Office, calculator, phone, copy machine

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 frequently required to sit, walk and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____