



Human Resources Analyst

Human Resources

Position # : HR 112

FLSA: Non-Exempt

Grade: 19

JOB SUMMARY

This position performs a variety of functions in support of county human resources and employee payroll operations.

MAJOR DUTIES

- Collects, calculates, enters and maintains employee payroll data.
- Establishes and maintains confidential employee/payroll records.
- Assists in the recruitment of new employees; develops and posts job announcements; prepares interview questions; assists with interviews; assists in the on-boarding of new hires.
- Assists in organizational development and trainings.
- Assists with special human resources projects as assigned.
- Prepares a variety of regular and special reports.
- Generates monthly employee newsletters.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of accounts payable policies and procedures.
- Knowledge of payroll policies and procedures.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of human resources management principles.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.

- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Human Resources Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal employment laws, IRS regulations, other relevant state and federal regulations, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied human resources duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide support for the county's human resources operations. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with coworkers, vendors, job applicants, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.