

## **HUMAN RESOURCES ANALYST**

### **General Statement of Duties**

Performs responsible work to provide professional expertise for the recruitment, compensation and welfare benefits administration and retirement preparedness functions of the Town.

### **Distinguishing Features of the Class**

An employee in this class performs independent and professional work in developing and administering various human resources programs and services. The work includes administering the Town's welfare benefit programs, compiling/implementing the Town's recruitment strategies and various training initiatives, administering and ensuring compliance with the Town's pay and classification plan and federal, state and local regulatory rules. Work requires considerable ability to gather, analyze and effectively communicate results. The work requires regular contact with department heads, supervisors, employees, community resources and leaders with considerable contact with peers from other municipalities and the general public. Sound decision making and judgment is required in performing the tasks. Work is performed independently and is reviewed and evaluated by the Human Resources Director through personal observation, written reports, completed tasks, and achievement of goals.

### **Illustrative Examples of Work**

Administers the Town's pay and classification plan through preparing departmental salary budgets; tracking salary budget utilization; reviewing job descriptions for accuracy and assisting with adjustments; and coordinates salary studies for the Town and other entities.

Administers the Town's Welfare Benefit Program; work relates to maintaining professional relationships with the Town's insurance broker; utilization review; recommends plan/premium adjustments for the various plans; preparing departmental insurance budgets and tracks spending.

Administers the Town's recruitment program by assisting departments with their recruitment needs, reviews and adjust advertising to ensure an adequate applicant pool; compiles, reviews and processes applications; performs background checks and works closely with departments through the hiring process; resolves applicant questions and concerns.

Administers the Town's Retirement Readiness Program; work relates to retirement preparedness counseling with employees; processing retirement applications; coordinating supplemental retirement plan review opportunities for employees; and compiling GASB compliance reporting.

Serves as a project manager to research, analyze and make recommendation on various human resource related projects. Coordinates information and logistics to accomplish a variety of projects, including software implementations.

Gathers information, analyzes facts, and recommends course of action; often this work relates to routine reports, special requests for data and annual requests from the Town's auditing firm.

Serves as the timekeeper administrator for electronic timekeeping; often work relates to system

setup changes; creating/modifying profiles; resolving escalated technical issues; and performing supervisory training.

Assists in maintaining the departmental external website.

Assist supervisors with explanation and interpretation of Town policies.

Coordinates employee and supervisory training based on needs assessments and special requests.

Act as the departmental liaison for internal committees to ensure the Town's identified initiatives are met.

Serves as the backup and makes routine administrative and personnel related decisions independently in the absence of the Human Resources Director.

Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Working knowledge of a variety of computer software including word processing, data base management, spreadsheets, and other systems which support a human resources information bank.

Ability to plan, organize, and produce work with deadlines and under pressure and handle multiple projects and prioritize work accordingly.

Ability to communicate effectively in oral and written forms.

Ability to handle confidential information appropriately.

Ability to develop and maintain effective working relationships with department heads, supervisors, employees, vendors, and the general public.

Ability to work accurately with figures and data and compile in a readable and organized format.

Considerable knowledge of the Town's Human Resources policies, practices and procedures.

Ability to make routine administrative and personnel related decisions independently in accordance with laws, regulations and Town policies and procedures.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

### **Knowledge, Skills, and Abilities, continued**

Ability to research program documents and narrative materials, and to compile reports from information gathered.

### **Physical Requirements**

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing, kneeling, crouching, reaching, grasping, feeling, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics; operate a computer terminal, proof read materials, and do extensive reading.

### **Education and Experience**

Bachelor's degree in human resources management, public administration, business or a related field; or an equivalent combination of education and experience. Professional certification of PHR, SPHR, SHRM-CP, SHRM-SCP, IPMA-CP, or IPMA-SCP or obtain with an agreed upon timeframe.

Possession of a valid NC Driver's License.

Notary Public license issued by the State of North Carolina.

### **Fair Labor Standards Act (FLSA) Status**

Exempt

2021