

JOB DESCRIPTION

HR Analyst

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s degree in Human Resources or a closely related field and three years of experience in professional-level human resource administration or an equivalent combination of education, training and experience.

Preferred Licenses or Certifications:

- PHR/SPHR certification.

Required Knowledge of:

- Principles and practices of human resource administration.
- Applicable local, state and federal laws and governing human resource functions, including FMLA, COBRA, FLSA and HIPPA.
- ASRS and PSPRS retirement systems.
- Recruitment and selection principles and practices.
- Job evaluation and analysis principles and practices.
- Compensation principles and practices.
- Effective consultation principles, practices and methods.
- Uses and applications of personal computers and various software applications.
- Benefit administration principles and practices.
- Labor relations principles and practices.
- Modern office practices, procedures and equipment.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Work independently and within a team environment.
- Establish and maintain various manual and automated records and filing systems.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Exhibit excellent customer service skills.
- Maintain strict confidentiality.

Physical Demands / Work Environment:

- Work is performed indoors in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 30 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		04/11/2015		23	Non-Exempt	

APPROVED: _____

DATE: _____