



HR ANALYST

Department: **Human Resources** Class Code: **26**
Reports to: **Human Resources Director** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, performs professional human resource duties, including recruitment and selection, job classification and compensation, personnel transactions, employee benefits, employee retirement, worker's compensation, employee relations and other related areas.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and implements employee recruitment programs; prepares job announcements, advertisements and other recruitment materials; provides information and answers inquiries regarding internal and/or external recruitment processes; screens applicants; arranges interview panels; prepares interview packets; participates on interview panels; administers, monitors, scores and records testing procedures.
- Works with managers and supervisors on the selection of new employees; administers and coordinates new employee hiring processing, including job offers, pre-employment physicals, drug testing, and background checks; processes personnel action forms; conducts new employee orientation; conducts exit interviews.
- Maintains and updates confidential employee personnel files; maintains worker's compensation files; monitors performance achievement documents; processes and tracks performance reviews; creates initial folders for new employees and recruitments; maintains complete confidentiality of all work-related matters and records.
- Verifies time cards to ensure compliance with personnel rules and regulations and to establish accuracy.
- Prepares payroll for the processing of employee payroll direct deposits and checks.
- Administers benefit plans for employees, including retirement plans, health insurance, short- and long-term disability insurance, worker's compensation, life insurance and ICMA 457 loans.
- Conducts and prepares reports; performs salary/benefit surveys for external organizations.
- Assist in the maintenance of the human resources web page; enters a variety of information into payroll system and prepares reports and correspondence.
- Acts as alternate voting member on the Yavapai Combined Trust Board and Advisory Group.
- Participates in the administration of the Public Safety Retirement Board.
- Acts in an advisory capacity to the Personnel Committee.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, records and Town information.
- Assist department in scheduling and organizing various meetings as necessary.
- Greets the public via phone or in-person; responds to and answers questions; directs to the appropriate staff for additional assistance.
- Performs related duties as required or assigned.

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.

Licenses or Certifications:

- PHR certification preferred.
- Valid driver’s license.

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	
		3/15/2018	D & R Updates			
		5/2021		26		

APPROVED: Laura Kyriakakis

DATE: 5/2/2021