

Human Resource Analyst**GENERAL SUMMARY**

Primary function of the job is to provide highly confidential and accurate consultation and guidance in the administration of policies and activities related to a wide variety of both routine and complex human resources initiatives and programs, including recruiting, benefits, training, labor relations, and compensation. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Gathers information, prepares and analyzes complex statistical reports for diverse Human Resources functions, projecting impact on employees, departments and the County.
- Processes and anticipates effects of classification requests, labor negotiation issues, policy amendments and other professional level functions.
- Conducts Human Resources-related functions such as training and knowledge assessment, classification and compensation, benefit administration, recruitment and selection, employee relations, and risk management.
- Provides advice, counsel and assistance to management, department heads, supervisors, and employees on highly sensitive and complex issues.
- Interprets rules for employees and supervisor concerning salary, benefits, status changes, leaves, pension budget impact, staffing allocations, and other Human Resources functions.
- Administers benefit programs, which includes: preparing and disseminating benefit communication materials for employees, determining benefit eligibility, enrolling and terminating coverage, monitoring the cost of benefits, processing benefit payments, reviewing plan documents, preparing benefit resolutions, administering COBRA, and performing other related activities.
- Assists with annual budgeting process by preparing personnel costs associated with wages and benefits for presentation to the County Administrator and/or Board of Commissioners.
- Provides confidential analytic support for collective bargaining efforts, which include: conducting research, calculating cost estimates for union proposals, drafting responses to union correspondence, and other activities in preparation for negotiating sessions.
- Enters, verifies, and reconciles complex information and data. Develops and maintains complex spreadsheets, databases, or reports in support of Human Resources activities.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in business administration, personnel management, labor relations, or related field, OR
- Five years progressively responsible experience in Human Resources field.
- Professional certification and two years additional Human Resources professional level experience. (May substitute for each year of the degree requirement for up to two years.)

CERTIFICATIONS, LICENSES (minimum requirements)

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

This job is not part of a series.



Grand Traverse County, MI Job Description

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 50 pounds (such as a box of paper)

KNOWLEDGE, SKILLS, ABILITIES, COMPENTENCIES (minimum requirements)

- Considerable knowledge of Human Resources principles and practices.
- Interpersonal skills necessary to deal professionally and courteously with other employees and the public and to diffuse volatile situations.
- Ability to follow complex oral and written instructions and to obtain factual information from various sources and to articulate problems and their resolutions clearly.
- Ability to apply rules, regulations and correct administrative practices, procedures and policies to employees and the public in a respectful manner that achieves understanding.
- Ability to understand and present problems, analyze options and recommend solutions.
- Ability to maintain confidentiality.
- Skill in conducting investigations and mediating issues with managers and their subordinates.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Skill in use of personal computer software, including advanced spreadsheet development and word processing
- Skilled in researching and resolving complex problems in order to ensure compliance
- Ability to handle multiple tasks simultaneously with frequent interruptions
- Ability to coordinate, develop, layout and implement human resources policies, procedures, and operations
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to explain complex policies and processes
- Ability to facilitate and coordinate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Able to use County resources effectively and efficiently