



Job Description

Job Title:	Human Resources Analyst	Grade:	K
Department:	Human Resources	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Coordinates all aspects of the recruitment and selection efforts for an assigned unit(s). Develops, implements and maintains effective recruitment plans, job description/compensation reviews, and recruitment training modules for assigned unit(s). Develops and maintains effective internal and external recruitment relationships. Assists with succession planning for assigned unit(s). Provides guidance and technical expertise to supervisors and employees interpreting policies and procedures related to the recruitment and selection process.

Characteristic Duties and Responsibilities:

1. Coordinates the development, planning and implementation of college-wide recruitment and selection efforts of assigned unit(s).
2. Develops and implements effective recruitment plans with hiring managers.
3. Promotes and assists with continuous proactive compensation and job description reviews by hiring managers.
4. Prepares, coordinates and delivers various training sessions, workshops and classes for employees, individually or in groups, related to the recruitment and selection process.
5. Supports hiring managers and the staffing needs of the college by assisting with succession planning for assigned unit(s).
6. Develops and maintains proactive and effective internal and external recruitment relationships.
7. Assists supervisors and employees with human resources issues, interprets policy, and facilitates the resolution of employee relations issues by providing referral to HR Management/Leadership when appropriate.
8. Functions as expert user of the human resource information system and applicant tracking system and generates related reports as requested.
9. Conducts comprehensive screening of applicants to determine eligibility for positions; facilitates movement of applications through all phases of the hiring process.
10. Ensures a positive, smooth on-boarding process for newly hired employees in assigned unit(s).
11. Enters, reviews and audits human resources transactions; reviews and audits programs and procedures to ensure compliance with applicable laws, regulations, policies and procedures; ensures compliance with FLSA regulations for employees in assigned unit(s).
12. May oversee tracking of cumulative hours for part-time employees.
13. May monitor staffing and labor law compliance for grant-funded positions.
14. May participate in career ladder initiatives related to development of employees within the assigned unit(s).
15. Maintains effective working relationship with all levels of staff and the public; fosters and promotes teamwork and a positive working environment within the department.
16. Perform other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

September 2008



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Reporting Relationships:

Direction Received: Director of Employee Recruitment and Selection

Direction Given: No authority or responsibility for the supervision of others, project direction, or program management; may provide project management to paraprofessional staff

Minimum Requirements:

Bachelor's degree in Human Resource Management, Management, Personnel Administration, Industrial Psychology, Business Administration or a related field and two to four years of human resources experience. Professional certifications such as PHR or SPHR are an acceptable substitute for the bachelor's degree.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of fundamental principles and practices of human resources and compensation administration
Knowledge of applicable state, federal and local laws and regulations
Knowledge of data processing system related to human resources or personnel administration
Knowledge of statistical concepts and methods, survey techniques and analysis
Ability to maintain effective and professional working relationships
Ability to maintain confidentiality
Excellent customer service skills and ability to resolve problems

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse