



Job Description

Job Title:	Human Resource Analyst Senior	Grade:	L
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:

Performs a variety of administrative and clerical tasks related to employment, recruitment and performance development.

Characteristics Duties and Responsibilities:

1. Assists in the development, planning and implementation of college-wide human resource activities.
2. Consults with departments to assist in analyzing and planning staffing needs and changes.
3. Coordinates employment related activities regarding position approval, advertising, and posting.
4. May screen applicants to determine eligibility for positions; facilitates movement of applications through all phases of the hiring process.
5. Ensures a positive, smooth on-boarding process for newly hired employees in assigned unit(s).
6. Functions as expert user of the human resource information system(s) and applicant tracking system and generates related reports as requested.
7. Assists employees with questions relating to a broad spectrum of human resources issues, interprets policy, and facilitates the resolution of employee relations issues by providing referral to HR Management/Leadership when appropriate.
8. Conducts research and prepares reports to evaluate functional area effectiveness.
9. 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).
10. Prepares, organizes, and maintains a variety of records, files, reports, and certifications relative to Human Resources functions; assures proper storage, organization and retrieval of information.
11. Prepares, coordinates and participates in various training sessions, workshops and classes for individuals and employee groups.
12. May assist in coordination of contracts and issuance of salary announcements.
13. May assist in development and implementation of college wide performance development program.
14. May oversee cumulative hours for part-time employees.
15. May monitor staffing and labor law compliance for grant-funded positions.
16. Maintains effective working relationship with all levels of staff and the public; fosters and promotes teamwork and a positive working environment within the HR Department.
17. Serves as secondary administrator of the applicant tracking system.
18. In absence of Director, provides functional guidance to recruitment personnel.
19. Performs other duties as assigned.

