CLASSIFICATION DESCRIPTION TITLE: HUMAN RESOURCES ANALYST

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Responsible for the application of specialized training and/or experience in area of assignment. Incumbents provide customer or internal department support in one or multiple human resources programs such as benefits, recruitment, compensation and classification, employee development and training, and/or personnel records management systems.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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<thead>
<tr>
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<th>Illustrative only – not inclusive of every task assigned to a position.</th>
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<tbody>
<tr>
<td>1.</td>
<td>Provides technical information and interpretation of Human Resource policies and procedures, laws and regulations to faculty/staff/applicants and external customers.</td>
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<td>2.</td>
<td>Investigates, documents, and resolves employee relations/benefits/recruiting/compensation issues; determines appropriate administrative procedures to apply.</td>
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<td>3.</td>
<td>Maintains and updates a variety of confidential files and records; verifies forms, records, applications, and statements ensuring completeness and accuracy.</td>
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<td>4.</td>
<td>Conducts training and orientation for new employee on human resource topics and college wide information.</td>
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<td>5.</td>
<td>Conducts research, surveys and studies in assigned functional areas, analyses data, prepares reports, and makes recommendations based on findings.</td>
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<td>6.</td>
<td>Assists in planning and implementing employee training and staff development activities for various topics.</td>
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<td>7.</td>
<td>Performs other duties as assigned.</td>
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## TITLE: HUMAN RESOURCES ANALYST

### Training and Experience (positions in this class typically require):
Bachelor’s degree in human resources, business, or a related field and two years experience related to area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Licensing Requirements (positions in this class typically require):
- None Required.

### Knowledge (position requirements at entry):
Knowledge of:
- Human resources principles and practices;
- Customer service principles;
- Assigned department operations and functions;
- Recordkeeping principles;
- English language, grammar, and punctuation;
- Applicable local, state and federal laws, rules, and regulations.

### Skills (position requirements at entry):
Skill in:
- Maintaining confidential files and records;
- Preparing a variety of business correspondence, records, reports, documents, and forms;
- Providing customer service;
- Operating a computer and related software programs;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Using proper English, grammar, punctuation, and spelling;
- Prioritizing work and performing multiple tasks;
- Applying and explaining local, state and federal laws, rules and regulations;
- Managing and executing multiple tasks;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### Physical Requirements:
Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Date created: (05/26/2009)