

South Jordan City

Job Description

Title:	Human Resources Analyst	Effective Date:	7/13/17
Org:	100330	FLSA:	Exempt/Professional
Pay Grade:	19	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of journey level professional human resource functions, to include analysis of data, identification of facts and recognition of differences in related situations. Serve as City FMLA administrator and training coordinator. Maintain human resource information records system, to include performance evaluation and personnel actions. Conduct job analysis as needed to create, maintain, and update job descriptions and class specifications.

SUPERVISOR

Human Resources Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform as an effective team member contributing to a solutions-oriented and customer focused organization.

Responsible for FMLA administration for the City and ensuring compliance with federal regulations.

Utilize technology and web-based content management systems to streamline recruitment and compensation programs.

Oversee the daily management and development of the division's internet page and the city's employee intranet. Provide recommendations for continual improvement of city communications.

Serve as the key administrator of the performance evaluation process and system. Responsible for regular communications with supervisors regarding timely reviews and assistance in creating on-going documentation of employee performance.

Conduct and participate in compensation and benefit surveys to collect and analyze market information.

Develop and execute City-wide training based upon the Employee Handbook and employment rules, regulations, benefits and wellness, professional development and best practices.

Compile and analyze data necessary to prepare and present reports related to Human Resources actions.

Investigate complaints of harassment, discrimination, and other employment related issues and provide final facts, findings, and recommendations.

Assist in coordination of reasonable accommodation meetings and return to work process for employees.

Review Date: 7/13/17

Conduct job analysis to create, maintain, and update job descriptions and class specifications.

Assist in completion of annual reports required by the Human Resources Division.

May be assigned to special projects and programs within the city as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree from a regionally accredited college in business, human resource management, business, finance, public administration or related area;

AND

B. One (1) year of professional experience working in human resources

OR

C. Masters Degree from a regionally accredited college in business, human resource management, business, finance, public administration or related area;

2. Special Qualifications:

aPHR, PHR, SPHR, or IPMA-CP Certification within six months of hire

Valid Utah Class D Driver License

Experience in the public sector preferred

3. Knowledge, Skills and Abilities:

Knowledge of human resources management principals, methods, and techniques, and ability to apply these in a quality orientated environment.

Knowledge of public sector human resource management laws and regulations.

Ability to learn and implement division policies and procedures.

Ability to operate a personal computer and Microsoft products, including word processing, spreadsheets, presentation software, and document imaging software.

Knowledge of correct English usage, vocabulary, spelling, and arithmetic.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed and analyzing the information gained to recommend improvements.

Skills to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public. Apply general problem solving and analytical principals to effectively deal with various situations; prioritizes tasks; work well under pressure and impending deadlines; relate well to a variety of persons under varying circumstances, ability to analyze a situation and make sound recommendations and presentations.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights up to 20 pounds. Intermittent sitting, standing, stooping, bending, lifting, and walking. Employee frequently communicates with others.

Subject to extended exposure to computer visual display terminals.

Considerable exposure to stressful situations as a result of human behavior and deadlines.

May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Professional
Location:	Human Resources	EEOP Class:	Professional
Group/BU:	General Pay Plan	Tech-Net Match:	191 & 183