



## HR ANALYST, SENIOR

Department: **Human Resources** Class Code: **28**  
Reports to: **Human Resources Director** FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under general supervision, performs professional human resource duties, including recruitment and selection, job classification and compensation, personnel transactions, employee benefits, employee retirement, worker's compensation, employee relations and other related areas.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and implements employee recruitment programs; prepares job announcements, advertisements and other recruitment materials; provides information and answers inquiries regarding internal and/or external recruitment processes; screens applicants; arranges interview panels; prepares interview packets; participates on interview panels; administers, monitors, scores and records testing procedures.
- Works with managers and supervisors on the selection of new employees; administers and coordinates new employee hiring processing, including job offers, pre-employment physicals, drug testing, and background checks; processes personnel action forms; conducts new employee orientation; conducts exit interviews.
- Maintains and updates confidential employee personnel files; maintains worker's compensation files; monitors performance achievement documents; processes and tracks performance reviews; creates initial folders for new employees and recruitments; maintains complete confidentiality of all work-related matters and records.
- Verifies time cards to ensure compliance with personnel rules and regulations and to establish accuracy.
- Prepares payroll for the processing of employee payroll direct deposits and checks.
- Administers benefit plans for employees, including retirement plans, health insurance, short- and long-term disability insurance, worker's compensation, life insurance and ICMA 457 loans.
- Conducts and prepares reports; performs salary/benefit surveys for external organizations.
- Assist in the maintenance of the human resources web page; enters a variety of information into payroll system and prepares reports and correspondence.
- Acts as alternate voting member on the Yavapai Combined Trust Board and Advisory Group.
- Participates in the administration of the Public Safety Retirement Board.
- Acts in an advisory capacity to the Personnel Committee.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, records and Town information.
- Assist department in scheduling and organizing various meetings as necessary.
- Greets the public via phone or in-person; responds to and answers questions; directs to the appropriate staff for additional assistance.
- Performs related duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor’s degree in Human Resources or a closely related field and three years of experience in professional-level human resource administration or an equivalent combination of education, training and experience.

**Licenses or Certifications:**

- PHR certification preferred.
- Valid driver’s license.

**Required Knowledge of:**

- Principles and practices of human resource administration.
- Applicable local, state and federal laws and governing human resource functions, including FMLA, COBRA, FLSA and HIPPA.
- ASRS and PSPRS retirement systems.
- Recruitment and selection principles and practices.
- Job evaluation and analysis principles and practices.
- Compensation principles and practices.
- Effective consultation principles, practices and methods.
- Uses and applications of personal computers and various software applications.
- Benefit administration principles and practices.
- Labor relations principles and practices.
- Modern office practices, procedures and equipment.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Work independently and within a team environment.
- Establish and maintain various manual and automated records and filing systems.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Exhibit excellent customer service skills.
- Maintain strict confidentiality.

**Physical Demands / Work Environment:**

- Work is performed indoors in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 30 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	1/2023			28	Non-Exempt	
	5/2023			28	Exempt	

**APPROVED:**     *Laura Kyriakakis*    

**DATE:**     5//2023