

TITLE: Human Resources Analyst

HR/4-215

DEPARTMENT: Human Resources, Fayette County

JOB SUMMARY: This position is responsible for payroll processing and related functions, recruitment and selection, and supporting human resources activities.

MAJOR DUTIES:

- o Manages the payroll process to include overseeing the time and attendance software program, processing personnel actions for employees, generating earnings and deductions by defining ranges and pay periods, making edits and corrections to payroll records, updating employee profiles, troubleshooting and resolving systems issues, preparing and generating required reports, processing tax levies and court ordered payroll deductions, and generating payroll projection for annual County budget.
- o Assists with new employee orientation.
- o Recruits new hires; receives requests for personnel; updates Web site with vacancy listings; prepares advertisements; attends job fairs; ensures all applications are entered into the Applicant Tracking system; maintains applicant tracking data; maintains new hire files; compiles statistical data and reports; reads and interprets applicable federal, state, and local codes, laws, regulations, standards, policies and procedures.
- o Reviews incoming applications; selects top qualified applicants and forwards to department; receives department selection for interviews; schedules interviews; conducts interviews, reference investigations, and background checks; makes recommendations and assists with selection decisions; offers positions to applicants; assists employee in the completion of forms; administers, creates, maintains and scores testing procedures.
- o Develops course plans; conducts employee training; creates curriculum, materials, handouts, and power point presentations.
- o Assists with pay and classification study analysis; assists in determining class and pay grade; conducts pay and classification surveys; writes job descriptions; assists with determination of experience requirements.
- o Assists with developing and updating performance appraisal and pay for performance policies and procedures.
- o Assist HR Director with investigations and special projects.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard human resources practices.
- o Knowledge of state and federal laws and regulation related to human resources.
- o Knowledge of computers and job related software programs, particularly relational database programs such as Excel.
- o Skill in public and interpersonal relations.
- o Skill in researching and preparing reports.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Human Resources Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include federal and state laws, county policies, rules and regulations, and hiring procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied human resources analysis duties. The volume and criticality of work contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to process payroll, manage recruitment and selection, and support human resources activities. Success in this position contributes to the maintenance of a qualified and well-trained work force.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, vendors, EEOC representatives, Department of Labor personnel, recruitment agents, advertising agencies, job applicants, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

EXEMPT/HIPAA

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

EXEMPT/HIPAA