

Intercity Transit
JOB TITLED: Human Resources Analyst

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Human Resources	DIVISION: Human Resources	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Human Resources Director	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: C42
SUMMARY: Performs complex professional-level analytical and program coordination for the human resources function including recruitment, selection and employment.		
DISTINGUISHING CHARACTERISTICS: Performs professional level work for human resources programs, including serving as a program liaison and providing recommendations for program direction. Individual responsibilities are not inclusive of all major human resources areas. As an Analyst, coordinates services between the Human Resources Department, staff and the public.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Responds to internal and external inquiries regarding recruitment, benefits, policies, rules, regulations, and applicable laws. Interprets union contracts and policies for employees.	Daily 5% (C4)
2.	Develops, administers, coordinates, provides day-to-day program management and makes recommendations for improvements regarding recruitment, selection and employment; researches and recommends new sources for candidate recruiting, including web-based methods, social networking etc. Reviews and screens applicants against minimum qualifications; conducts testing, schedules and interviews top candidates and assists hiring departments with selections. Performs reference and background checks. Prepares and issues job offers; conducts new hire orientation.	Daily 65% (C4)
3.	Researches, interprets and applies policies and procedures, contracts, rules and regulations, past practices and best practices. Participates in developing department goals, objectives, systems, policies and procedures.	Weekly 10% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Maintains and administers employee tuition reimbursement program. Maintains associated records, tracks budget and reports on program usage. Advises employees on program usage.	Weekly 5% (C4)
5.	Coordinates the preparation, maintenance and distribution of human resource records, reports, statistics, and other materials for Agency use and as required by local, State and Federal agencies. Tracks employee leaves entitlements.	Monthly 5% B23
6.	Participates in disciplinary meetings and administrative follow-up. Maintains discipline records.	Monthly 5% (C4)
7.	Coordinates hiring of temporary labor; serves as liaison with employment agencies and requesting manager/supervisor.	Quarterly 5% (C4)
8.	Represents the Department in a variety of meetings and serves on Agency committees as requested; represents the Agency and makes oral presentations at external meetings, conferences and other community events.	Monthly 5% NB
9.	Plans, organizes, coordinates and implements special human resources programs. Special projects are performed as assigned, i.e. process improvements, employee leave tracking system and applicant tracking system. May be cross-trained in various human resource programs and functions.	Monthly 5% (C4)
10.	Designs, schedules, administers, and delivers training on a variety of human resources topics.	Quarterly 5% (C4)
11.	Performs other duties of a similar nature or level.	As Required
12.	Must meet regular time and attendance standards.	Always

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Knowledge (position requirements at entry):

Knowledge of:

- Human resources principles and practices;
- Union contracts and labor agreements administration practices;
- Budgeting principles and practices;
- Risk management principles and practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Conflict resolution techniques;
- Mathematical concepts.

Skills (position requirements at entry):

Skill in:

- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations and various internet resources;
- Computer software and database skills;
- Facilitating meetings and training sessions;
- Handling sensitive employee issues;
- Conducting investigations;
- Managing projects;
- Interpreting and administering labor agreements;
- Drafting policies and procedures;
- Maintaining records;
- Handling multiple tasks simultaneously;
- Preparing reports and business correspondence;
- Working with mathematical concepts;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- 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.

Training and Experience (position requirements at entry):

Bachelor's Degree in Business Administration, or a related field and three years of professional human resources experience; 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 (position requirements at entry):

None required.

Must submit to criminal background check the results of which must meet criteria for hiring role.

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Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motion.

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 description 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:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR