

Intercity Transit
JOB TITLED: Human Resources Analyst

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|---|---|-------------------------------|
| BAND | GRADE | SUBGRADE |
| C | 4 | 2 |
| DEPARTMENT: Administrative Services | DIVISION: Human Resources | FLSA STATUS: Exempt |
| SUPERVISION RECEIVED FROM: Administrative Services Director | SUPERVISION EXERCISED OVER: N/A | PAY GRADE: C42 |
| SUMMARY: Performs complex professional-level analytical and program coordination for human resources programs and projects, with expertise in one or more HR functions including recruitment and selection, employee and labor relations, classification and compensation administration, health and welfare programs, drug and alcohol programs, unemployment insurance and workers' compensation. | | |
| DISTINGUISHING CHARACTERISTICS: Performs professional level work for human resources programs, serving as an internal Agency consultant, providing recommendations on sensitive human resources issues. Under general supervision, ensures agency compliance with internal rules, regulations and policies, as well as local, state and federal laws and regulatory requirements related to areas of functional responsibilities. May lead the work of technical and support staff. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FREQUENCY |
|-----------------|---|------------------------|
| 1. | Carries out assignments in various human resources areas. Analyzes available information to provide recommendations on employee issues and problems. Interprets and applies existing policies, contracts or regulations, and researches past practices or established procedures. Recommends changes to policies and personnel rules as needed. | Daily 15% (C4) |
| 2. | Manages recruitment and selection processes. Meets with managers to define candidate needs, develops and oversees sources for candidate recruiting, promotes Agency at job fairs and events, interviews candidates, assists hiring manager with selection decisions. Performs reference and background checks. Prepares and issues job offers; conducts new hire orientation. | Daily 15% (C4) |
| 3. | ++Develops and implements a robust outreach strategy and initiatives to attract quality candidates, source passive applicants, and increase diversity of applicant pools. Builds relationships with area schools, colleges, and vocational schools. | Monthly 10% (C4) |

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|-----------------|---|-------------------------|
| 4. | ++Maintains and administers agency classification and compensation system. Conducts job analysis including job audits and position description questionnaires, makes recommendations for classification/compensation changes based on analysis results. Composes and revises descriptions. Conducts and participates in classification and compensation studies. | Monthly 10% (C4) |
| 5. | ++Maintains and administers Leaves tracking and management system to ensure appropriate leave is designated, assigned, and granted according to leave policies, collective bargaining agreements, and regulations and laws. | Weekly 10% (C4) |
| 6. | ++Coordinatates agency response to all accomodation requests, including dialogue with employees, physicians, and others associated with determining an accomodation. | Varies |
| 7. | Pepares and maintains human resource and risk management records, reports, statistics and other materials for Agency use and for Local, State and Federal agencies, including agency EEO program and EEO-4 reporting. | Weekly 5% (C4) |
| 8. | Conducts or leads investigations into employment matters, including internal and external complaints, grievances, allegations of misconduct, violations of policy or illegal discrimination. Interprets contract provisions, policies, laws and procedures to determine applicability. Provides recommendations to management regarding investigation findings. | Monthly 10% (C4) |
| 9. | Provides counsel, training, and technical assistance to employees, supervisors, and management on employment law and employment related issues and problems. Ensures Agency compliance with established policies, procedures and rules, as well as State and Federal laws and regulations. Participates in disciplinary investigation meetings and hearings. Maintains related records. | Monthly 5% (C4) |
| 10. | Attends, chairs and conducts a variety of meetings with the Agency; serves on committees as requested; represents the Agency and makes oral presentations at meetings, conferences and other events. | Monthly 5% NB |
| 11. | Develops and delivers training on a variety of human resources topics. | Quarterly 5% (C4) |
| 12. | Performs other duties of a similar nature or level. | As Required |

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| 13. | Must meet regular time and attendance standards. | Always |

Knowledge (position requirements at entry):

Knowledge of:

- Public sector human resources principles and practices;
- Union contracts and labor agreements administration practices;
- Knowledge of labor laws and the principles and practices of employee and labor relations;
- Knowledge of team development methods and team-based work methods;
- Risk management principles and practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Conflict resolution techniques;
- Budgeting principles and practices;
- Mathematical concepts, including statistical analysis.

Skills (position requirements at entry):

Skill in:

- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations;
- Computer software and database skills;
- Facilitating meetings and training sessions;
- Handling sensitive employee issues;
- Conducting thorough and impartial investigations into employment situations;
- Managing projects;
- Interpreting and administering labor agreements;
- Drafting policies and procedures;
- Maintaining records;
- Handling multiple tasks simultaneously and managing competing demands and deadlines;
- Preparing reports and business correspondence;
- Working with mathematical concepts;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions and making sound decisions under pressure;
- Communication, collaboration, and strong interpersonal skills to build effective relationships with a wide array of individuals having similar and different skill and ability.

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Training and Experience (position requirements at entry):

- Bachelor's Degree in Business Administration, or a related field;
- Three years of professional human resources experience;
- Labor relations 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.

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, HR

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

Revised: 5/5/2018 Updated Job Duties, HR

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