



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

HUMAN RESOURCES ANALYST

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional work assisting with the administration of human resources programs and activities; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the administration of the human resources management program; handling employee relations, recruitment, classification, pay, benefits, selection and related issues; assists with managing the staff development and training program; conducting research; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Oversees preparation of advertisements and job announcements; screens applications and refers candidates to appropriate departments;
Coordinates interview process; approves interview questions; approves interview panel members;
Coordinates arrangements for pre-employment testing/certification;
Conducts new employee orientation and/or other employee training programs;
Assists with development of and leading training courses, staff development workshops and orientation programs;
Counsels staff regarding employment and personnel concerns; works with staff and supervisors to resolve workplace issues;
Reviews job specifications and makes revisions as required;
Communicates with employees, provides information and answers questions about personnel matters;
Serves as group liaison between benefit providers and employees/retirees;
Assists employees with retirement, termination and related matters;
Counsels employees on continuation of benefits during leave without pay and conversion of benefits upon termination or retirement;
Maintains records and database of activities and programs and prepares regular and special reports;
Conducts and responds to all surveys pertaining to human resources;
Prepares and distributes employee handbook;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of human resource management practices and procedures; thorough knowledge of personnel policies, procedures and laws; thorough knowledge of accepted methods and practices of recruitment, classification and pay, employee relations, benefits, and training; thorough knowledge of State regulations regarding the release of employee files; ability to present ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates; ability to apply established policies, practices and procedures.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university in human resources, public administration or a related field supplemented by considerable experience in a public personnel office.