



**Job Title:** Human Resources Analyst

**Department:** Human Resources

**Reports To:** Human Resources Director

**Salary Range:** \$22.66 - \$32.86 Hourly, DOE

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 1/12/2010	<b>Revision Date:</b> 12/2017	

**JOB SUMMARY:**

Performs a wide variety of professional level human resources services that includes but not limited to benefit administration, recruitment/selection, leave program administration, workers compensation, performance reviews, conducting new employee orientations, maintaining the Human Resources Information System (HRIS) and maintaining all files. The incumbent is expected to exercise a high degree of independence, initiative and professional expertise in day-to-day activities.

<b>ESSENTIAL FUNCTIONS</b>	
1	Serves as the first point of contact for all human resources related telephone calls and walk-ins. Responsible for opening incoming mail and ordering department supplies.
2	Advises employees and distributes information regarding benefits, compensation, policies and procedures; provides assistance and staff support to departments as requested; answers public inquiries concerning job openings, employment verifications, and general information.
3	Conducts and coordinates the recruitment/selection process including advertising position openings, screening applications; assists departments with scheduling testing, defining selection criteria, organizing exams, tests, assessment centers and interviews. Conducts employment reference checks and coordinates and verifies all background investigation information, notifies applicants of selection outcome, and addresses concerns applicants may have about the selection process. Creates offer letters for all new hires. Maintains appropriate logs for recordkeeping requirements, and tracking and copying or scanning documents.
4	Conducts new employee orientation for all new employees and process new hire paperwork to ensure compliance with related Federal and State regulations. Processes all paperwork associated with payroll and benefit plan enrollments, changes, cancellations, and terminations. Ensures all outgoing employees are properly cleared to include key and credit card return, computer and phone, and all Town property as appropriate.
5	Processes and enters employee job actions, benefit changes, and other employee data into the HRIS system for the purpose of maintaining an electronic record and for payroll processing. Performs audits on employee data to ensure accuracy. Responds to requests for information that is retrieved from the HRIS system such as verification of employment requests.
6	Performs implementation, upgrades and maintenance of the Human Resources Information System (HRIS). Researches the systems functionality for new and improved business processes and conducts routine audits to ensure accuracy of the HRIS information.

**ESSENTIAL FUNCTIONS**

7	Researches, develops and administers the Town's insurance plans, (i.e. medical, dental, vision, life, LTD); coordinates annual open enrollment/benefits fair and provides payroll and insurance carriers with adds, deletes, etc. in a timely fashion; works with retirees to ensure a smooth transition and conversion of benefits. Processes monthly insurance vendor billing/invoices and COBRA payments as appropriate.
8	Designs and maintains the Human Resource web pages to include posting updated salary information, benefits information, employment resources and ensures current job openings are posted and removed in a timely manner following the closing date.
9	Sends out notices to departments for employee performance evaluations that are due and follows up with the departments to ensure accurate paperwork is submitted in a timely manner.
10	Processes and reviews industrial injury claims for completeness and tracks lost time and or light duty assignments. Coordinates medical care with workers compensation insurance provider and appropriate doctors. Maintains all required logs and documentation. Ensures compliance with OSHA regulations relating to workers compensation injuries.
11	Assists the HR Director in coordinating, developing and presenting human resource related training programs to management and employees; creates and maintains detailed spreadsheets used to track personnel data.
12	Administers the Family Medical Leave requests and provides guidance and assistance to employees and managers regarding FMLA, and ensures compliance. Will process all Family Medical Leave requests, tracks hours, prepare necessary notifications, and notifies the department and Human Resources Director.
13	Advises departments on personnel issues to maintain compliance with the Town Personnel Policy Manual, the American with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, Age Discrimination in Employment Act, and other employment related laws and statutes.
14	Assists in conducting research and compiling statistical information as requested.
15	Attends human resource related seminars and conferences, and reads industry journals and magazines to stay current on trends and legal requirements.
16	Will perform other duties as assigned. The above duties and responsibilities are not an all inclusive list, but rather a general presentation of the duties and responsibilities associated with this position.

**JOB REQUIREMENTS**

1	Bachelor's Degree in Human Resources, Public Administration, Business Management or related field. Preference given to those with SPHR/PHR and/or SHRM-SCP/SHRM-CP certification.
2	Three years professional-level human resources experience working, preferably in public sector, and three years advanced level experience working with a Human Resources Information System performing payroll entry, benefits administration and creating reports.
3	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as percentages used to determine salary adjustments and estimate skills assessments and ranking.
4	Work requires the ability to write general and technical correspondence, memorandums, letters, and reports at college level.



---

---

<b>JOB REQUIREMENTS</b>	
5	Handle multiple projects simultaneously and use good judgement in prioritizing work assignments. Ability to work independently and meet strict time lines and meet short deadlines.
6	Valid Driver's License required, Arizona Driver's License required within ten days of hire.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers