Gloucester County Job Description

POSITION:	**Human Resources Analyst**
DEPARTMENT:	**Human Resources**
JOB CODE:	**A471**
FLSA:	**Exempt**
GRADE:	**111**

GENERAL STATEMENT OF JOB: Under limited supervision, this position is responsible for providing professional work and a full range of personnel support to County departments. Work involves coordinating programs and policies in assigned areas such as compensation and recruitment, position classification, employee relations, employee benefits. The position routinely deals with sensitive and confidential matters, and requires sound judgment, personal initiative and discretion in completing assigned tasks. Reports to the Director, Human Resources.

ESSENTIAL JOB FUNCTIONS:

1. Answers phone and greet visitors, providing customer service to all Gloucester County employees' inquiries and external inquiries regarding position openings.

2. At the Department Directors direction make updates to job descriptions, may research, compile and analyze comparable market salary information for positions, departments or job classes. Reviews position reclassification requests; job audits; research job requirements and standards; and may assist with position control maintenance and responses to salary surveys.

3. Provides back-up assistance for the recruiting, interviewing and selection process functions for County departments. Creates advertisement strategies designed to support workplace staffing initiatives and improve the time to fill rate; utilizes technology, including social media, to enhance recruitment efforts.

4. Functions as the department Family Medical Leave Act Coordinator for Family Medical Leave Act inquires, processes, and paperwork and stays abreast of employee absences to notify the employee and department leader of FMLA rights and benefits. Administers and monitors policy and legal compliance of personnel mandates such as Fair Labor Standards Act, Worker's Compensation, COBRA regulations, EEOC guidelines, grievance procedures, and other applicable local, State, and Federal policies.

5. Provides back-up assistance for benefit processes. Assists employees by answering a wide variety of questions regarding County benefits to include routine questions regarding medical and dental benefits, Virginia Retirement System benefits, deferred compensation, optional life insurance and direct deposit information. Assists with coordinating and promoting employee benefit programs and annual open enrollment. Processes office bills/vendor payments for employee assistance program, insurance broker, and the health department.

6. Facilitates bimonthly new employee orientation explaining personnel policies and benefits and assisting with completion of new hire onboarding paperwork and entering new hire information into the HRIS system. Ensure new hire badge requests are completed on the first day of employment.

7. Provides human resources department support for pre-employment activities along with employee onboarding and offboarding processes. Maintains personnel software and databases; processes and maintains personnel files. Distributes new hire and term listings to appropriate county stakeholders.

8. Coordinates compliance ensuring applicable best practices, policies, and laws are followed for areas such as I-9, and medical documentation. Responsible for records management and retains and destroys records in accordance with state and federal laws and regulations.

9. Reviews and adds new employees to DMV alert program and terms team members during the offboarding process. Audits the DMV annual list in February of each year for accuracy.

10. Oversees line of duty benefits with communication with Gloucester Sheriff's office and fire and rescue personnel for census entered and provided to the Virginia Retirement System.

11. Assists with special projects as needed.

12. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Duties are performed in an office environment. Equipment used is standard office equipment to include personal computer, telephone, copier, fax, printers, and shredder.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles, procedures and practices of public personnel administration.

General knowledge of federal, State and local laws, rules and regulations governing personnel administration.

Broad knowledge of the policies, procedures, methods, and best practices for human resources management.

General knowledge of and proficiency in the use of a computer and Microsoft Office programs.

General knowledge of the current literature, trends, and developments in the field of benefits administration, employee relations, and payroll administration.

General knowledge of organization, functions and programs of municipal governments.

Ability to quickly develop general knowledge of the County's organization and operational policies and procedures.

Ability to quickly develop working knowledge of the software and databases utilized by Human Resources.

Ability to effectively manage priorities, meet deadlines, and manage time.

Ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.

Ability to exercise tact and courtesy in frequent contact with employees, outside service vendors or agency representatives, and the general public.

Ability to handle confidential personnel matters.

Ability to establish and maintain effective working relationships as necessitated by work assignments

Ability to communicate effectively, both orally and in written form.

Ability to operate a variety of office machines and use popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to prepare correspondence, reports, forms, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Ability to speak before groups of people with poise, voice control and confidence.

Ability to deal effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

EDUCATION AND EXPERIENCE:

Possession of a bachelor's degree in human resources, personnel management or a related field.

Three (3) years of progressively responsible human resource roles.

Any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Professional designation such as Professional in Human Resources (PHR) or Public Sector Human Resources Association (PSHRA-CP), or equivalent preferred.

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day F= Frequent – between 3 and 6 hours a day	O= Occasional – less than 3 hours a day I= Intermittent–several times a week/month	P= Periodic – several times a year N/A= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	☐	☒	☐	☐	☐	☐
11 to 20 lbs.	☐	☐	☐	☒	☐	☐
21 to 50 lbs.	☐	☐	☐	☐	☐	☒
51 to 75 lbs.	☐	☐	☐	☐	☐	☒
76 to 100 lbs.	☐	☐	☐	☐	☐	☒

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	☐	☒	☐	☐	☐	☐
11 to 20 lbs.	☐	☐	☐	☒	☐	☐
21 to 50 lbs.	☐	☐	☐	☐	☐	☒
51 to 75 lbs.	☐	☐	☐	☐	☐	☒
76 to 100 lbs.	☐	☐	☐	☐	☐	☒

MOVEMENT	C	F	O	I	P	N/A
Carrying	☐	☐	☒	☐	☐	☐
Bend/Stoop/Twist	☐	☐	☐	☒	☐	☐
Kneel/Crawl	☐	☐	☐	☐	☐	☒
Reach Above Shoulders	☐	☐	☒	☐	☐	☐
Reach Below Shoulders	☐	☐	☒	☐	☐	☐
Grasp/Squeeze	☐	☒	☐	☐	☐	☐
Climb Stairs/Ladder	☐	☐	☐	☐	☐	☒
Uneven Walking Surface	☐	☐	☐	☐	☒	☐
Even Walking Surface	☐	☐	☒	☐	☐	☐

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	☒	☐	☐	☐	☐	☐
Move, Traverse (walk)	☐	☐	☒	☐	☐	☐
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	☒	☐	☐	☐	☐	☐

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	☒	☐	☐	☐	☐	☐
Motor Vehicle	☐	☐	☐	☐	☐	☒
Vehicle requiring CDL	☐	☐	☐	☐	☐	☒
Other (explain)	☐	☐	☐	☐	☐	☒

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	☐	☐	☐	☐	☐	☒
Electricity	☐	☐	☐	☐	☐	☒
Power Tools	☐	☐	☐	☐	☐	☒
Chemicals	☐	☐	☐	☐	☐	☒
Fumes	☐	☐	☐	☐	☐	☒
Heights	☐	☐	☐	☐	☐	☒

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	☒	☐	☐	☐	☐	☐
Outdoors	☐	☐	☐	☐	☐	☒
Extreme Heat	☐	☐	☐	☐	☐	☒
Extreme Cold	☐	☐	☐	☐	☐	☒
Dusty	☐	☐	☐	☐	☐	☒
Excessive Noise	☐	☐	☐	☐	☐	☒
Other (explain)	☐	☐	☐	☐	☐	☒

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	☐
Color Vision	☐
Peripheral Vision	☐
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	☒