

**CITY OF STUART
JOB DESCRIPTION**

Title: HUMAN RESOURCES ANALYST
Department: Human Resources
Job Code: 2145
Grade: S18
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

This is a professional administrative classification under the general direction of the Human Resources Director. Incumbent is responsible for overseeing all transactional processes of the Human Resources Department with particular emphasis on benefits administration but to include new employee orientation, payroll, classification & compensation, DOT, recruitment, and Workers' Compensation. Training and special projects may be assigned. Provides ongoing analytical review of processes & procedures and assists Director in writing Human Resource policy. An individual in this classification shall possess a working knowledge to perform tasks in all functional areas of Human Resources administration and acts as an internal consultant to City departments on Human Resource matters. The work requires the exercise of considerable discretion and independent judgment and is evaluated through observation, feedback, and results obtained.

EXAMPLES OF ESSENTIAL FUNCTION

1. Manages, maintains and communicates the employee health, life insurance and other benefit programs. Inputs all benefit data, reconciles & maintains all health insurance databases. Maintains communications with COBRA provider.
2. Performs activities related to the set-up and maintenance of employee personnel files, processing personnel action forms, payroll administration and producing associated reports. Oversees Department Public Record Requests.
3. Processes human resources transactions, implements programs and procedures to ensure compliance with applicable laws, regulations, guidelines and policies.
4. Conducts Exit Interviews.

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5. Administers and maintains current employee database and generates human resources related reports utilizing the automated Human Resource Information System.
6. Updates compensation plan by systemically surveying wage markets consistent with Commission directive.
7. Oversees the hiring process to identify effective recruiting sources and maintains a viable application process in the changing legal and social media environment. Conducts new employee orientations.
8. Assists in the creation and implementation of human resources policy, programs and procedures; provides employee guidance, assistance and follow-up on policies, procedures, and documentation.
9. Creates, edits and maintains job descriptions as needed. Conducts job analysis when required.
10. Administers Drug-free Workplace policy, including adherence to DOT regulations.
11. Processes and reports Workers' Compensation injuries and accidents. Maintains Workers' Compensation records, follows case progression and communicates with departments to arrange for light duty assignments and staff replacement.
12. May assist Director with employee and labor relations matters.

Performs other duties assigned as related to the job class.

NOTE: The examples of essential functions as listed in this classification description are not necessarily descriptive of any one classification position. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's degree in Human Resources Management, Personnel Administration, Behavioral Science or related academic discipline supplemented by four (4) years of progressively responsible level experience in a Human Resources position, preferably in the public sector. PHR or SHRM-CP certification desired. Professional human resource experience with labor unions preferred. Specific human resource experience as defined in this classification may substitute on a year for year experience for the required education.

Current Florida Driver's License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of federal and state employment and benefit laws.

Knowledge of Human Resource Management principles and practices.

Knowledge of compensation, benefits and insurance principles and practices.

Knowledge of applicable federal, state and local laws and regulations, recent developments; current literature and sources of information in the field of human resources management.

Knowledge of statistical reporting venues, concepts and methods.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to take the lead and provide technical direction in one or more specialized areas of human resources.

Ability to exercise tact, discretion and independent judgment.

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Ability to develop and maintain effective working relationships.

Ability to practice effective customer service techniques.

Skill in the use of computers, software programs and data-base systems.

Skill in creating correspondence and in policy writing.

C. Physical Requirements:

Task involves some physical effort in standing, bending, stooping, stretching and walking, or frequent moderate lifting (30 pounds); and standard dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Approved: _____ Date: _____
Human Resources Director

Received by: _____ Date: _____
Employee