

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Human Resources Analyst II
Department: Human Resources
Revised : August 2013

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Human Resources Analyst II classification.

GENERAL DESCRIPTION

Professional level work involving participation in the administration of the County's personnel program in position classification, compensation, recruitment, training, policies and procedures, and employee relations. Initiative and independent judgment are required, as are tact and courtesy in communicating with applicants, employees, and administrators. Supervises the work of clerical and administrative support staff. Work is performed under the general supervision of the Human Resources & Risk Management Director and is evaluated in conferences and through review of records and reports.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Interprets and explains personnel policies; applies policies to specific situations; recommends or initiates personnel actions.

Uses discretion and independent judgment in discussing needs of departments with administrators; studies existing and proposed positions; assists departments in complying with procedures; reviews and analyzes job descriptions; conducts desk audits and salary surveys as a part of maintaining the County's position classification plan; makes recommendations for change; conducts research related to departmental and personnel needs; maintains records and prepares reports, recommends changes in personnel policies and procedures; prepares proposals; and assists in investigating complaints.

Coordinates recruiting efforts and the posting of job opportunities; composes job opportunities; represents Rowan County Government at job recruitment activities within the community; conducts interviews for prospective employees; reviews applications to ensure that applicants meet minimum qualifications.

Answers salary, classification, and survey requests from other governmental agencies.

Supervises the Secretary IV and Human Resources Specialist I in the performance of their duties.

Advises and provides guidance to other staff members regarding the overall operation of the office and general personnel matters.

Prepares the annual budget regarding personnel salaries and the cost of benefits for all departments.

Completes paperwork and documentation for the Employment Security Commission and attends unemployment hearings as employer representative to dispute employee claims for unemployment compensation.

Coordinates and facilitates training sessions for County employees including Sexual Harassment, Supervisory, Customer Service, and others as needed or requested.

Completes special projects as requested.

Attends conferences to keep informed with developments and trends in human resources administration; attends meetings and hearings.

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OTHER JOB FUNCTIONS

In the absence of the Human Resources Benefits Specialist, coordinates FMLA and other leaves of absence by employees including corresponding with employees who are on paid or unpaid leave.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of public personnel administration; knowledge of county personnel policies, regulations, and procedures.

Considerable knowledge of position classification, pay policies, employee relations, performance appraisals, training and staff development methods, and interviewing techniques.

Considerable knowledge of various employment laws including the FLSA, the ADA, and Title VII of the Civil Rights Act, etc.

Considerable knowledge of the federal regulations related to the Family Medical Leave Act.

Ability to analyze and evaluate positions and departmental personnel needs, and to make sound recommendations.

Ability to coordinate and supervise the work of lower level employees.

Ability to exercise good judgment and discretion in applying and interpreting a variety of personnel and departmental policies and procedures.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships with County officials, department directors, the general public, and other employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Personnel Management, Human Resources or related area and two years of experience in personnel administration involving position classification, compensation, recruitment, and the development and interpretation of policies and procedures; or equivalent combination of education and experience.

**This job description does not create an employment contract,
implied or otherwise.**