

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title** : Human Resources Analyst II (Recruitment, Selection & Compensation) **Class** : Professional  
**Department:** Human Resources **FLSA** : Exempt  
**Revised:** September 2018

*This job description supersedes any prior description for the Human Resources Analyst II (Recruitment, Selection & Compensation) classification.*

### **GENERAL DESCRIPTION**

Professional level work involving participation in the administration of the County's personnel program in position classification, compensation, and recruitment. Supervises the work of the Human Resources Specialist 1 (Recruitment & Selection) and assigned part-time personnel. Work is performed under the general supervision of the Human Resources 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 related to recruitment, selection, classification and compensation; applies policies to specific situations; recommends or initiates related personnel actions.

Uses discretion and independent judgment in discussing needs of departments with administrators; studies existing and proposed positions; assists departments in complying with recruitment, classification and compensation procedures; reviews and analyzes job descriptions; conducts classification 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 related personnel policies and procedures; and prepares proposals.

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 as needed; reviews applications to ensure that applicants meet minimum qualifications.

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

Supervises the Human Resources Specialist I (Recruitment) and assigned part-time personnel 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 submits documentation to the Employment Security Commission regarding the reasons for all separations; and attends unemployment hearings as employer representative to dispute employee claims for unemployment compensation.

Completes special projects as requested; researches personnel issues, employment case law, and governmental personnel trends.

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

### **OTHER JOB FUNCTIONS**

Performs related duties as required.

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Initiative and independent judgment are required, as are tact and courtesy in communicating with applicants, employees, and administrators.

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

Considerable knowledge of position classification, pay policies, and interviewing techniques.

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

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

Ability to prioritize, manage, and coordinate multiple projects.

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 is not substantially exposed to adverse conditions or hazardous materials.

### **EXPOSURE CONTROL**

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

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**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.**