

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

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

Class : Professional
FLSA: Non-exempt

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

GENERAL DESCRIPTION

Professional-level work in the benefits administration section of the Human Resources Department. Work involves predominately procedural activities in applying specific personnel procedures and guidelines, and in gathering and compiling employee and position information. Guidance is received when new or unusual situations occur, and work is reviewed for accuracy and judgment in the application of policies and instructions. Most contacts are with employees and benefit agencies in the gathering and transmittal of factual information. Work is performed under the general supervision of the Human Resources and Risk Management Director and is evaluated through conferences and 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.)

Presents a comprehensive orientation program to new employees regarding benefits and general personnel policies and procedures to ensure employees are familiar with Rowan County's adherence and compliance with Federal and State employment laws; prepares information packets for new employees and ensures the personnel package includes tax forms, retirement forms, insurance forms, and other related forms.

Processes terminations, resignations, and retirements by preparing appropriate paperwork, obtaining retirement estimates and interpreting regulations of the Retirement System, and conducting exit interviews with employees; discusses payout/transfers of accrual balances, retirement options with the Retirement System and 401K funds, and advises employees of benefits continuation options; and administers COBRA in accordance with Federal regulations.

Coordinates employee benefits; assists employees with making changes in their benefits; ensures changes are made in accordance with IRS Section 125 regulations regarding pre-tax deductions; meets with representatives from vendor companies; schedules meetings and coordinates and executes the annual enrollment for benefits.

Provides assistance to employees regarding medical claims questions, dental, and life insurance policies; researches and analyzes medical and dental Explanation of Benefits to ensure accurate claims processing; interprets and advises employees in handling of insurance plan benefits.

Coordinates FMLA and other leaves of absence by employees including corresponding with employees who are on paid or unpaid leave; determines eligibility for FMLA leave and computes available leave; explains to employees their rights under FMLA, insurance coverage, use of paid and unpaid leave, and medical certification.

Coordinates the Shared Leave Program; computes the value of leave donated by the donor and converts amount into sick leave to credit to the recipient; maintains records of leave donated and received; and corresponds with employees concerning the Program.

Counsels and advises department directors and supervisors in interpreting and applying leave policies; guides managers through the process of dealing with and managing employees who abuse leave.

Provides oversight and recommendations to departments for employee's Fit for Duty/Return to Work at end of leave to ensure compliance with the ADA; consults with employees/physicians/department directors as necessary to determine Fit for Duty restrictions and to clarify any accommodation requests made; interprets and evaluates Return to Work status of employees to determine if the employee qualifies for ADA accommodation; researches, investigates, and analyzes requests and offers suggestions to departments for accommodation feasibility; coordinates with the Risk Manager any accommodation requests requiring special equipment or workstation modification.

Responds to benefits survey requests from other governmental agencies.

Provides information to employees and supervisors regarding the services of the Employee Assistance Program and referrals, whether mandatory or recommended.

Reconciles and pays monthly benefit bills.

Leads and guides the County's Wellness Committee; manages and coordinates the Nurse Practitioner Clinic services, coordinates the Health Risk Assessments and Biometric Screenings; organizes and participates in the Annual Health and Wellness Benefits Fair; and develops recommendations for wellness initiatives for employees.

OTHER JOB FUNCTIONS

Maintains and updates the Employee Handbook and the Benefits Section of the department's webpage.

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of employment laws related to FMLA, ADA, FLSA, and Title VII.

Considerable experience and proficiency with computer software programs including Microsoft Word, Excel, and PowerPoint.

Ability to use judgment in making decisions and to interpret and apply selected policies and procedures in an appropriate manner.

Ability to analyze difficult Human Resources issues and determine the best course of action.

Ability to establish and maintain effective working relationships with employees, administrative officials, and the general public.

Ability to express oneself clearly and concisely in oral and written form with tact and courtesy..

Ability to understand and carry out complex oral or written instructions and to work independently.

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 10 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.

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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 Human Resources, Business Administration or related field and one year of experience in benefits administration, FMLA, ADA, and Wellness Programs; or an Associate's Degree from an accredited college or university in Human Resources, Business Administration, or related field and three years of experience; or high school diploma and five years of progressively responsible experience in administering benefits and personnel program(s); or equivalent combination of education and experience.

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