



# Human Resources Analyst

## Job Description

Department: Human Resources  
Position: Career Service  
Grade: 724  
Supervisory: No  
Reports to: Director – Human Resources,  
Benefits and Engagement Manager,  
or Compensation Manager

### Summary

Under general supervision of the Director – Human Resources, Benefits and Engagement Manager, or Compensation Manager, provides comprehensive analysis and administrative support for key Human Resources (HR) functions, including talent acquisition, compensation, payroll, benefits, and employee wellness. Provides daily operational support with data analysis to evaluate and improve HR programs, initiatives, and special projects.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist with day-to-day operations of the Utah County Human Resources Department, which may include administration of payroll, review of compensation and benefits plans and updating data in HRIS systems.
2. Assist with developing, maintaining, and performing audits of compensation, benefits, or payroll functions; perform compliance audits, as required.
3. Develop techniques for compiling, analyzing, and presenting data for management reporting related to compensation, payroll, benefits, or other functional areas as assigned.
4. Provide comprehensive data analysis for special projects, as needed; communicate findings effectively; monitor and identify trends, and provide recommendations based on analytical results.
5. Maintain current knowledge of federal, state, and local employment laws and regulations to ensure County compliance; review, interpret, and recommend necessary improvements to policies, processes, and programs.
6. Deliver exceptional customer service by responding to employee inquiries and resolving issues efficiently and professionally.
7. Provide administrative support for daily office operations, including record management, phone coverage, and front desk assistance, as needed.

### For Office Use Only

Job Code: 2286  
Job Title: Human Resources Analyst  
FLSA: Non-Exempt  
Effective Date: 6/6/2026  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

8. Exemplify the organization's culture and philosophy while working cooperatively with HR Staff and management.

**May be assigned duties from one (1) or more of the following functional areas:**

### **Benefits**

1. Administer employee leave programs, including Family and Medical Leave Act (FMLA), military, jury duty, parental, postpartum, and leave without pay (LWOP); oversee short-term and long-term disability plans to assist employees against loss of income.
2. Process, audit, and reconcile monthly billings from insurance providers and vendors to ensure accuracy; submit billings for final approval and ensure enrollment and change forms are submitted to vendors for timely processing.
3. Manage daily benefits-related approvals and data entry in the Human Resources Information System (HRIS); process required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
4. Coordinate compliance with federal and state regulations, including the administration of Consolidated Omnibus Budget Reconciliation Act (COBRA) and Affordable Care Act (ACA) reporting; track hours for merit and non-merit employees to monitor eligibility and notify department heads of approaching limits.
5. Participate in organizational strategic planning by evaluating and recommending modifications to benefit programs and time-off plans; coordinate the annual Open Enrollment process, including HRIS configuration, vendor coordination, and employee events.
6. Facilitate the full cycle of benefits education, from conducting new employee orientations and interpreting policy to counseling terminating or retiring employees on separation paperwork; serve as the primary resource for complex benefits inquiries.
7. Act as a liaison with the Wellness Committee to meet obligations for insurance premium renewals and align initiatives with organizational goals; administer Health Savings Account (HSA) contributions and incentives.

### **Compensation**

1. Collaborate with the department leadership to review, analyze, and finalize job descriptions for accuracy and organizational alignment.
2. Perform comprehensive and detailed job analysis; provide recommendations of job value and placement within the pay structure to the Compensation Manager.
3. Participate in and analyze compensation surveys; collaborate with external agencies to verify compensation data, as needed.
4. Maintain compensation database and ensure current and accurate employee job classifications, salary ranges, and market data.
5. Calculate total rewards packages for grant proposals, annual budget reports, and other ad-hoc projects, as needed; identify salary and benefits cost details according to various position types.

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6. Support the administration of annual compensation review cycles and incentive plans, including the development of employee communication resources.
7. Prepare and submit requests for Staffing Plan Changes to the Utah County Commission; coordinate processing of approved items; follow up on outstanding items, as needed.

### **Payroll**

1. Perform accurate preparation and preliminary balancing of county-wide biweekly payroll; audit and validate timekeeping accuracy and inputs; process payroll adjustments and inputs including bonuses, charitable contributions, uniform allowances, and any inputs related to employee earnings and withholdings.
2. Serve as the primary resource for employee inquiries regarding earnings and specific withholdings, including federal and state taxes, retirement contributions, and benefit deductions.
3. Perform end-to-end payroll processing, including data validation, entries, and final settlement; coordinate the release of funds with the County Auditor and enter required purchase orders for payment distribution.
4. Interpret and process court orders for garnishments, tax levies, and child support; complete Garnishee Interrogatories and ensure payment checks are issued and mailed to the appropriate agencies on time.
5. Understand and support Workday payroll systems and processes, as needed.
6. Assist with the bi-weekly, quarterly, and year-end payroll reporting, including W-2 reporting.
7. Stay updated on payroll compliance changes and recommend process improvements where needed.

### **Talent Management**

1. Administer the end-to-end recruitment and selection process for all employee classifications, including job posting, candidate sourcing, preparing interview guides and score sheets, coordinating interviews, and participating in interview panels, compiling assessment scores, performing background checks, and extending offers; ensure a seamless and positive candidate experience from application to onboarding.
2. Design and implement proactive talent sourcing strategies to build a diverse and qualified talent pool, including managing the County's participation in career fairs and other recruitment events.
3. Develop, administer, and continuously improve candidate assessment tools, including promotional and position-specific testing to ensure valid and equitable selection processes; make recommendations and modifications to programs, as needed.
4. Collaborate with the internal HR team, including the HR Business Partners (HRBPs) and Office Specialist – HR, and the Employment Coordinator - Sheriff to collect and aggregate talent pipeline data, analyze the data to generate insights, and drive deliberate action plans at the appropriate organizational levels.

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5. Build and maintain collaborative relationships with hiring managers, internal leadership, HR staff, and the hiring community to effectively influence and optimize recruitment processes while exemplifying the organization's core culture and philosophy.
6. Manage and maintain all I-9 and new hire documentation to ensure full regulatory compliance through annual I-9 audits and accurate and proper filing of all required documentation for all new employees.
7. Oversee the operations of the Career Service Council per Utah County Policy 2-300 and the State of Utah Personnel Management Act.

### **Wellness and Engagement**

1. Design, implement, and manage the annual Wellness Program to promote employee health; represent the County as a committee member for the state Employers Council to benchmark regional trends and best practices.
2. Facilitate Quarterly Wellness Committee meetings to align initiatives with County goals; ensure all compliance metrics and meeting frequencies are met to satisfy requirements for the Medical Insurance Provider.
3. Administer the full lifecycle of employee feedback mechanisms, including annual engagement, onboarding, exit, and pulse surveys; transform survey data into visual dashboards and comprehensive reports to present actionable trends and recommendations to department leaders.
4. Develop and distribute comprehensive communications regarding Wellness Program initiatives and incentive requirements; facilitate wellness presentations during New Hire Orientation to drive early participation and understanding of benefits.
5. Administer the employee recognition software platform by maintaining user data, tracking budget utilization, and analyzing usage trends to improve employee morale.
6. Lead organizational culture initiatives, including the coordination of the Kindness Committee and the United Way Day of Caring.
7. Manage the Americans with Disabilities Act (ADA) accommodation process in coordination with HR Business Partners (HRBPs); oversee targeted engagement efforts, such as the "New Mother" integration program; ensure timely communication and resource distribution to employees and managers.

### **Knowledge, Skills, and Abilities**

- Knowledge of federal, state, and local employment laws and regulations, including Equal Employment Opportunity (EEO) guidelines relevant to recruitment, selection, testing, compensation, and benefits
- Knowledge of HR principles and practices regarding job evaluation, compensation structures, benefits administration, and payroll processing
- Knowledge of creative sourcing techniques, workforce metrics, and best practices in candidate assessment

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- Knowledge of basic accounting and auditing principles
- Skilled in utilizing software applications, including Microsoft Office Suite, Human Resources Information Systems (HRIS), and Applicant Tracking Systems (ATS)
- Skilled in research methods, statistical analysis, and data visualization
- Skilled in administering, analyzing, and scoring various employment assessments and tests
- Skilled in technical and professional writing
- Ability to analyze complex problems, identify root causes, and recommend viable solutions or process improvements
- Ability to interpret and apply complex legal and procedural regulations to specific employee situations
- Ability to communicate complex data and strategic recommendations effectively verbally and in writing
- Ability to conduct group training and deliver clear, structured guidance to hiring managers and employees
- Ability to make objective, unbiased decisions and maintain efficiency while working under pressure to meet strict deadlines
- Ability to maintain a high degree of confidentiality and handle sensitive situations with tact and diplomacy
- Ability to multitask, prioritize tasks, and meet deadlines effectively across multiple HR functional areas
- Ability to maintain cooperative working relationships with others in the workplace and the public

### **Supervisory Responsibility**

This position has no direct supervisory responsibilities but serves as a coach and mentor for other positions.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work may expose incumbent to high-stress situations, including contact with employees and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and listen. Specific vision abilities necessary for this job include close vision and ability to adjust focus. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to twenty (20) pounds.

### **Position Type/Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are Monday through Friday, 8:30 am to 5:00 pm. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in Human Resources, Business Management, or a related field.
2. Two (2) years of experience in benefits, recruiting, compensation, payroll, or HRIS systems.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with Professional in Human Resources Certification (PHR), SHRM-Certified Professional (SHRM-CP), or related certification.
2. Preference may be given to applicants with Workday HRIS experience.

### **Additional Eligibility Qualifications**

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, gender status or gender identity.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

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Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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