



Human Resources Analyst

Job Description

Department: Human Resources
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Compensation Manager

Summary

Under general supervision of the Compensation Manager, provides a wide range of technical and administrative human resources support in the following functional areas: compensation, payroll, policy administration, benefits and special projects. This position is responsible for performing human resource administrative work and providing analysis of various human resource programs and initiatives.

Essential Functions

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

1. Assist with day-to-day operation of the Utah County Human Resources Department, which may include administration of payroll, review of compensation and benefits plans, processing department purchase orders and billing, conducting research and editing policy changes, and assisting with HRIS systems.
2. Develop and maintain standard operating procedures for critical processes.
3. Develop, maintain, and perform regular audits of compensation, benefits, or payroll functional areas; perform compliance audits, as required.
4. Develop techniques for compiling, preparing, and presenting data related to compensation, payroll, benefits, or other functional areas as assigned.
5. Provide comprehensive data analysis for special projects, as needed; provide explanation of data; identify trends and make recommendations based on projections.
6. Perform comprehensive analysis of jobs; provide recommendations of job value and placement within the pay structure to the Compensation Manager.
7. Calculate total compensation value for grant applications, budget reports, and other projects, as needed; identify salary and benefits cost details according to various position types.
8. 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.
9. Review, finalize, and evaluate job descriptions; coordinate changes with department heads, as needed.
10. Maintain employee, job, pay, and market data in the compensation analysis system.

For Office Use Only

Job Code: 2286
Job Title: Human Resources Analyst
FLSA: Non-Exempt
Effective Date: 11/13/2023
Public Safety: No

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

11. Complete and conduct compensation surveys; contact outside agencies to verify compensation data, as needed.
12. Assist with accurate preparation and balancing of county-wide biweekly payroll, as needed; monitor input and recording of employee work hours; enter changes and answer questions related to employee earnings and withholdings, including state taxes, federal taxes, social security, retirement, and insurance; analyze, prepare, and input payroll data.
13. Understand and support Workday payroll systems and processes, as needed.
14. Ensure County compliance with federal, state, and local employment laws and regulations; maintain knowledge of laws and regulations; review, interpret, and make recommendations for policy, processes, or program improvements.
15. Provide excellent customer service to Utah County employees by responding to employee requests and questions in a timely and professional manner.
16. Perform administrative and general office functions, including filing, answering phones, and providing front desk coverage, as needed.
17. Exemplify the desired culture and philosophy of the organization.
18. Work effectively as a team member with the other members of management and the Human Resources staff.

Knowledge, Skills, and Abilities

- Knowledge of current human resource laws
- Skilled in Microsoft Office Suite
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research
- Skilled in complex statistical analysis
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to communicate effectively verbally and in writing
- Ability to conduct group training
- Ability to create and maintain files, records, and reports
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to work effectively under pressure

Supervisory Responsibility

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

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Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, 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.

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 hear. Specific vision abilities 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. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee, but typical work hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. 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 working with 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 who possess a Professional in Human Resource Certification (PHR), SHRM-Certified Professional (SHRM-CP), or related certification.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of thirty (30) WPM net.
3. Preference may be given to applicants who possess knowledge of Workday HRIS.

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Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. 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.

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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