

## **Human Resources Analyst**

### **Job Code 00001465**

#### **General Description**

Responsible for providing analyses related to compensation, classification, processing of appointments for student and staff employees, as well as maintaining the university's organizational structure.

#### **Examples of Duties**

Research, analyze, develop, write, recommend, communicate, and monitor for compliance operational human resources policies, procedures, and activities in assigned area.  
Assess and recommend changes for assigned area of operation.  
Serve on and provide support to various university and external permanent and ad hoc committees, task forces, and teams.  
Complete special projects and tasks as assigned by the appropriate manager, director and associate director.  
Conduct job specification and pay plan maintenance activities.  
Ensure appropriate FLSA and EEO status for staff positions.  
Analyze, create, examine, evaluate, review and maintain organizational structure changes and reporting in SAP/HR.  
Complete job classification and reclassification audits on new and existing positions.  
Train university staff and faculty on human resources policies and procedures.  
Provide customer service and answer questions.  
Conduct and complete salary surveys.  
Research policy and legal issues.  
Prepare and maintain HR profile data.  
Assist in reviewing and writing Human Resources policies and procedures.  
Assist in administering the university's staff employee relations program through interpreting laws, regulations, policies and procedures.  
Analyze and process staff and student employment data.  
Implement appropriate and accurate changes on positions within SAP/ HR.  
Analyze, evaluate, examine and execute Personnel Change Request (PCR) transactions.  
Respond to inquiries on HR policies and procedures, PCRs, organization management, security roles, management self-service, and other related issues.  
Establish positions in the university's organizational management structure.  
Revise the status of existing positions in the university's organizational management structure.  
Load personnel area, subarea, employee group, subgroup and payroll area information into the university's organizational management structure.  
Perform other duties as assigned.

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

**Knowledge of:** relevant UPPSs, SAP/HRIS computer applications, laws pertaining to human resources policies and practices, salary survey methods, job analysis techniques, GOJA

booklets, job evaluation methods and techniques, employee relations issues and practices, state and federal laws including but not limited to FLSA, ADEA, ADA and Title VII.

**Skill in:** preparing various forms of written materials including but not limited to training presentations, spreadsheets, reports, job descriptions, GOJA booklets, analyzing requests and making changes to the university's organizational management, loading human resources data, preparing spreadsheets and presentations; interpreting requests for information, providing training to others, establishing rapport and working as a team member, prioritizing work load, identifying and researching problems, conveying salary information and determining correct classification, performing salary surveys, resolving conflicts within SAP/HRIS, resolving problems, using Microsoft applications.

**Ability to:** maintain confidentiality, read and interpret policies, procedures, state and federal laws, perform intermediate math, communicate effectively to individuals and groups, read and interpret policies, procedures and requests, conduct presentations, multitask, establish rapport with others, utilize spreadsheet and SAP/HRIS software, and convey complex information regarding university policies procedures.

### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Professional in Human Resources (PHR) or Certified Compensation Professional (CCP) credential preferred,

### **Other Requirements**