

**INGHAM COUNTY
JOB DESCRIPTION**

HUMAN RESOURCES ANALYST, TCOA

General Summary:

Under the supervision of the Ingham County Human Resources Director and the direction of TCOA's Executive Director, oversees all functions of the TCOA's Human Resources activities. Plans, develops and administers policies and procedures relating to personnel activities. Manages the dispute resolution process. Serves as staff liaison to the Administrative Board.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Recruits, screens and interviews Agency applicants. Develops selection criteria, evaluates applicants and identifies successful candidates with input from Department Managers.
2. Oversees staff orientation and training. Develops training manuals and methods for all Agency departments. Produces and facilitates monthly development seminars for supervisory staff as well as other in-house training.
3. Administers the classification and compensation program for the Agency. Evaluates new and existing jobs. Writes and updates job descriptions, conducts corresponding job evaluations and determines appropriate salary.
4. Performs quarterly audits regarding employee benefits and attendance. Serves notice to staff regarding changes and discrepancies. Works closely with Agency's Finance/HR Coordinator to monitor the Agency's benefit plans.
5. Responsible for all claims related to unemployment, Worker's Comp, FMLA and ADA. Prepares disputes and represents the Agency in all appeal processes. Serves as the Agency's HIPPA representative.
6. Investigates all harassment and discrimination complaints. Gathers information, conducts interviews, evaluates participants' credibility and prepares final analysis. Represents the Agency in any claim and appeal involving the Department of Civil Rights.

7. Acts a liaison between departments regarding personnel problems, administration and policies. Directs all employee relations functions. Develops, interprets and communicates personnel policies and ensures their consistent application.
8. Manages disciplinary actions. Facilitates the dispute resolution process between staff and supervisors. Writes disciplinary memos and terminates employees when necessary.
9. Serves at staff support to the Administrative Board. Develops, oversees and coordinates the Executive Director' annual evaluation.
10. Develops and revises Human Resources policies to ensure compliance with local, state and federal regulations. Maintains and updates personnel manuals including the Employee Handbook.
11. Attends and facilitates various meetings including, but not limited to, Administrative Staff meetings, Strategic Plan meetings and All-Staff meetings. Prepares corresponding reports and analysis as requested by Agency staff.

Other Functions:

Performs other tasks as assigned.

Employment Qualifications:

Education: Bachelor's degree.

Experience: A minimum of 3-5 years of progressive responsibility in a Human Resources environment.

Other Requirements: Access to reliable transportation, occasional travel required. Extensive Word product software knowledge is preferred.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.

Working Conditions: Works in office conditions.

Rev. 2.12.2010

