

**INGHAM COUNTY  
JOB DESCRIPTION**

**HUMAN RESOURCES ANALYST- (TCOA)**

**General Summary:**

Under the supervision of the Ingham County Human Resources Director and the direction of the Executive Director, Tri-County Office on Aging (TCOA), performs all employment and employee relations activities for the Tri-County Office on Aging. Ensures compliance with applicable federal/state employment laws. Oversees general wage and salary matters. Develops and administers new policies and procedures for Tri-County Office on Aging.

**Essential Functions:**

1. Recruits, screens, tests, interviews, and refers qualified job applicants for Tri-County vacancies. Assists TCOA management staff in the recruitment and employment process; posting and recruiting, evaluating applicant qualifications, developing selection criteria, conducting employment interviews, administering employment testing, conducting reference and background checks and recommending applicants for hire.
2. Develops and/or revises human resources policies and procedures to ensure compliance with local, state and federal regulations. Maintains and updates TCOA's Human Resources Manual and Employee Handbook.
3. Directs the employee relations function. Develops, interprets, and communicates employee relations policies and ensures consistent application of company policies and procedures. Takes appropriate action to correct any employee relations issues. Provides advice and guidance to managers on employee relations issues. Manages corrective action and dispute resolution procedures.
4. Assists the Executive Director in administering the TCOA classification structure. Evaluates new and existing jobs, Updates and writes job descriptions, conducts job studies, and makes classification recommendations for current and new positions.
5. Ensures completion and compliance of required correspondence, posters, reports, plans, logs and forms required to administer human resource functions.
6. Oversees the training and development guidelines and processes; facilitates and conducts in-house training as needed.
7. Ensures compliance with the Health Insurance Portability and Accountability Act (HIPAA), acts as the Privacy Officer for the organization.
8. Serves as staff support to the Personnel Committee of the TCOC Administrative Board
9. Conducts quarterly staff meetings. Secures presenters and shares information with staff regarding human resources and/or general issues which affect the agency.

**Other Functions**

None listed.

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

## **Human Resources Analyst (TCOA)**

**Page 2**

### **Employment Qualifications**

Education: Bachelor's Degree in Human Resources Management or a related field.

Experience: Two years of experience in a multi-functional human resource position with progressively increased responsibilities, preferably in a public service organization.

**Other Requirements:** Ability to maintain confidentiality of sensitive material and information. Excellent knowledge of business and management principles, human resources laws, government regulations and guidelines and agency rules. Excellent communication, verbal and written, presentation skills and knowledge of business correspondence and report preparation.

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, lifting/holding/carrying objects up to 20 pounds, manual dexterity.

Reading, writing, math and analyzing.

Ability to read printed materials and information.

Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.

Ability to operate PC/laptop and read information on screen and to enter and retrieve information from computer.

Ability to handle varying levels of stress.

**Working Conditions:** Works in office conditions. Work Schedule: 20 hours per week

December, 2007