



COUNTY OF YORK JOB DESCRIPTION
Senior Human Resources Analyst
Compensation & Benefits
Human Resources

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for developing, implementing and administering the County's compensation and benefits programs. Analyzes and evaluates County jobs; collects and analyzes market data in conjunction with individual classification reviews and more comprehensive studies. Researches laws affecting compensation and benefits, and makes recommendations to management on compensation and benefits related practices and procedures. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS

Develops, implements and administers the County's classification and pay plan; processes salary actions and advises department officials on compensation issues in order to ensure compliance with FLSA, other regulations, and internal policies; identifies and resolves discrepancies.

Responsible for maintaining job descriptions and job information on all County positions; As directed, develops and conducts a compensation study each year so that every four years, all County jobs are evaluated for classification and pay purposes; performs job analyses and evaluations of various County positions; interviews incumbents and supervisors; collects and analyzes data for classification reviews and market studies from a variety of sources; conducts telephone and written salary surveys; makes recommendations for classifications and salary adjustments; documents findings and maintains documentation associated with new positions and reclassifications.

Completes salary surveys and actively participates in regional compensation sub-committee; conducts annual benchmark study and makes recommendations for compensation plan adjustments.

Administers the employee benefits programs to include health insurance, retirement, life insurance, deferred compensation, and other programs; meets with carriers/vendors to discuss the County's program needs; surveys other localities and organizations in order to remain competitive in the benefits area; communicates benefits information to employees throughout the year and during open enrollments.

Assists employees with Virginia Retirement System retirement process; and provides guidance and benefits calculations; presents information upon request, and arranges for, prepares, and presents workshops/presentations related to retirement; prepares paperwork for retirees, meets and counsels retirees on the various options available to them under the Virginia Retirement System.

Responds to inquiries from employees regarding benefits and assists in resolving problems that may arise; conducts annual open enrollments; throughout the year, responds to inquiries regarding status changes; ensures that departmental personnel are aware of benefits issues or changes to plans or requirements as they occur.

Remains abreast of current trends in compensation and benefits; researches and makes recommendations regarding new benefits or modifying existing programs; remains abreast of current state and federal regulations as they apply to compensation and benefits; administers COBRA and HIPAA provisions and ensures County compliance.

Completes and updates online regional benefits survey, and makes recommendations for benefit enhancements and/or additions.

Prepares or assists with the preparation of request-for-proposals and provides information to County consultant for that person's assistance with various contracts.

ADDITIONAL JOB FUNCTIONS

Prepares material for inclusion in policies, or other documents, and performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of compensation principles and practices, particularly job analyses and job evaluation.

Thorough knowledge of various job evaluation methods and various pay practices in the Human Resources field.

Thorough knowledge of word processing and spreadsheet software.

Thorough knowledge of statistics and sampling techniques.

General knowledge of standard welfare benefits.

General knowledge of financial accounting systems related to welfare benefit plans.

Excellent oral and written communication skills.

EDUCATION AND EXPERIENCE

Bachelor's degree in human resources management or any field related to compensation and benefits and 5 to 7 years of experience in managing and designing employee compensation and benefits programs is required; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. CCP, CBP, CEBS, PHR or SPHR certification preferred.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines which include a computer, printer, calculator, etc. Work involves a great deal of sitting in front of a personal computer or desk, and occasional walking or standing when doing job analyses.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to co-workers or assistants, and receiving instruction, assignments and/or directions from others.

Language Ability: Requires the ability to read and prepare reports, manuals, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Requires the ability to apply principles of rational systems as applied to accounting processes and methods to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide; to determine percentages and decimals; understand and apply the theories of algebra, descriptive statistics, and statistical inference.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____