



## **COUNTY OF YORK JOB DESCRIPTION**

Human Resources Analyst  
Human Resources

Human Resources Department  
224 Ballard Street  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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### **GENERAL STATEMENT OF JOB**

Responsible for a variety of professional level duties in the Human Resources Department pertaining to recruitment, staffing, training, benefits and wellness. Prepares job vacancy advertisements, correspondence, and various reports. Also responsible for assisting with other human resource general processes. Work is performed under general supervision.

### **ESSENTIAL JOB FUNCTIONS**

Receives, reviews, and processes requests to fill job vacancies; writes position vacancy advertisements and posts ads to the internal online recruiting system and to other advertising sites as appropriate; reviews selections made by hiring authority to ensure conformance with requirements and sound employment practices.

Utilizes the online recruitment system to process internal promotions, transfers and lateral movement; archives exam plans and lists when a position is filled; assists applicants applying for a job; contributes additional support to the recruiter as needed.

Assists with preparing a variety of letters including offer letters, promotions, separations and retirement letters.

Reviews employee onboarding materials with new employees; conducts new hire orientations explaining personnel policies and benefits; assists with the completion of forms.

Performs administrative work in planning and coordinating the County's personnel training and staff development programs; assists with updating and maintaining Employee Training Plans (ETPs).

Assists with promotion of Human Resources sponsored programs in the areas of training, benefits, wellness, employee engagement and other areas.

Prepares training reports as requested or deemed necessary, for submission to the County staff.

Assists employees by answering a wide variety of questions regarding County benefits, policies and procedures to include routine questions regarding medical and dental benefits, Virginia Retirement System benefits and paperwork, deferred compensation, optional life insurance, direct deposit etc., or refers to appropriate party.

Assists and offers administrative support in regards to projects and tasks related to the County's Wellness Program.

Gathers data and prepares a variety of reports including, but not limited to: position allocation, monthly personnel changes, EEOC and census reports; utilizes software to produce several reports.

## HUMAN RESOURCES ANALYST

Processes payroll data for full and part-time employees; prepares selected personnel action memorandums; implements pay changes such as promotions, special pays and temporary salary increases.

Remains abreast of developments in the human resources field including recruiting, legal issues, benefits, training, and trends in professional human resources management.

### **ADDITIONAL JOB FUNCTIONS**

Assists with the maintenance of the Human Resources' intranet and internet sites.

Performs additional administrative support work for the office in general.

Participates in job fairs and training programs as needed.

Performs other related work as needed.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of word processing and spreadsheet software.

General knowledge of employment and compensation principles and practices.

General knowledge of health and welfare benefits, including procedures for enrollment and special open enrollments.

General knowledge of retirement plans, from pensions to defined contribution plans.

General knowledge of statistics and sampling techniques.

Some knowledge of training principles and practices, particularly train the trainer techniques.

Effective oral and written communication skills, and excellent customer service skills.

Ability to adapt to change and learn various software programs.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in human resources administration, business, public administration, or a closely related field with 1 to 2 years of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Experience with Tyler Technologies' MUNIS system strongly preferred, but not required.

### **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, typewriter, calculator, copier, facsimile machine, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**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 Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read and prepare a variety of informational documents, reports, records and manuals, using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**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, control knobs, switches, 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 stress when confronted with persons acting under stress.

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