



Title: Human Resources Analyst

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Human Resources Supervisor.

Serves as functional and technical lead to Para-Professional Benefits/Class and Compensation Staff.

MINIMUM QUALIFICATIONS

- **Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, public or business administration, or a related degree or equivalent.
- **Experience:** Minimum of three (3) years' experience in benefits, job classification, and compensation. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None Required

PREFERRED/DESIRABLE QUALIFICATION(s):

- Professional Human Resources certification is preferred, such as:
 - PHR (Professional in Human Resources)
 - SPHR (Senior Professional in Human Resources)
 - IPMA-CP (Certified Professional in Human Resources)
 - SHRM-CP (SHRM Certified Professional)
 - CBP (Certified Benefits Professional)
- Experience in a municipal or government setting.

JOB SUMMARY

The primary function of this position is to perform a variety of professional and technical work related to citywide benefits, job classifications, and compensation. Responsibilities include coordination of the citywide benefits programs to include medical, dental, vision, life insurance, health and dependent care flexible spending programs and workers compensation. Conducting market surveys, analyzing data, preparing reports, performing comprehensive job evaluation studies, overseeing employee job data management, maintaining compensation databases and position management, and administering and coordinating the special projects related to classification and compensation.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Participates in and coordinates activities related to employee benefits and workers' compensation. Responds to questions, concerns and inquiries from employees, providers, and vendors; resolves problems regarding contract provisions and discrepancies. Prepares correspondence to employees, dependents, providers, and insurance carriers.
2	Initiates and conducts benefits surveys and research to obtain and effectively analyze data to recommend solutions to various benefits issues; compiles, researches, and analyzes data and information to assist management with special projects.
3	Plans and coordinates various information sessions with insurance/retirement carriers for employees.
4	Drafts and coordinates the communication of city's benefits plans and services, including the city's intranet site, benefit plan booklets, benefits summary, printed materials and compliance requirements.
5	Researches and interprets state and federal rules and regulations affecting benefits and compensation; recommends possible changes to the city's benefits plans, compensation programs, policies, and procedures. Assists in the planning, developing, and implementation of new benefit programs and vendors.
6	Monitors all benefit plans and services provided for effectiveness through the use of research and analyses; identifies problem issues and assists in negotiating changes with vendors. Participates in the Request for Proposal (RFP) process for insurance contracts.
7	Conducts and completes compensation, classification and internal equity analysis and market surveys to determine salary range, the City's market position and make recommendations on equity adjustments. Creates, distributes and responds to salary surveys and prepares benchmark analysis.
8	Assists in the preparation, planning, coordination and execution of small and large-scale organizational studies to determine changes to pay plans and ranges, job titles and specifications, and compensation practices for the City with the purpose of maintaining a competitive and equitable classification and compensation system. Conducts job classification audits and investigations, reviews the positions FLSA exemption or non-exemption status, and prepares or revises job descriptions to accurately reflect the job duties, compensable factors and job requirements.
9	Compiles, researches and analyzes data and information to recommend solutions to various human resources issues and prepares reports, spreadsheets and presentations based on findings. Provides direction and advice to departments, managers, supervisors, and employees pertaining to classification and compensation issues and strategies, reclassification or job review requests, regulations related to Fair Labor Standards Act and related federal, state and local guidelines, other internal human resources policies, record and position management, and budget inquiries.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, telephone, copier, scanner, fax machine, printers, calculator, smart phone and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.