

BENTON COUNTY POSITION DESCRIPTION

BAND	GRADE	SUBGRADE	FLSA STATUS
Business Analyst	4	3	Exempt
POSITION TITLE: Human Resources Analyst 3		CLASSIFICATION/#: BA3	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised Date: June 2019			
Bargaining Unit:	NON-REP CONFIDENTIAL		
Employee Name:	Department: Human Resources	Supervisor: CHRO	
FTE: 1.0	Employment Status: Regular Full Time		

Position Summary: Responsible for the core Human Resources functions: benefits administration, recruitment, coaching and development, , employee relations, performance management, compensation and classification, rewards and recognition, labor law and regulatory compliance, HRIS, and training. May provide specialization and focus in one or more areas of HR, as assigned. Requires travel between County worksites.

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: HR Consultant to County Managers/Employees</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Provide interpretation and advice to managers and employees on disciplinary procedures, employment law issues, employee benefits, recruitment and selection, and matters relating to policy and collective bargaining agreements. • Serve as County/HR Department representative for responding to requests for information, grievances, BOLI complaints, etc. • Advise and coach managers and employees on performance management/improvement and employee engagement. • Investigate and address employee relations issues, such as harassment allegations, work complaints, misconduct, or other employee concerns. • Advises management and employees on compliance and processes related to ADA, FMLA and OFLA, and other regulations. . • Facilitates problem-solving and/or conflict resolution activities. 	50%
2	<p>MFA: Administers Health and Welfare Benefits</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Oversees, plans, and coordinates County benefit programs, including program improvement and budget. Answer questions and solve problems relating to claims, quality of care and coverage issues. • Leads the Benefits and Wellness Committee; provides expert guidance in identification of and solutions for benefits-related problems and identification of employee benefits packages, including development of wellness programs. • Conducts County Open Enrollment processes to meet payroll and insurance contract deadlines. Disseminate s new information to employees and organizes employee informational meetings. • Administers the Ignite Wellness program. 	25%

3	MFA: Special Projects Essential Duties: <ul style="list-style-type: none"> • Develops and delivers training on various employment laws and personnel policies, recruitment/interview process, and associated procedures and processes • Identify need for, and manage human resource studies and projects. Collect data, analyze, and report on performance measures. • Serve as back-up to the other senior analysts in the areas of employee/labor relations, HRIS, etc. • Assists with recruitment, performance management, HRIS, policy development and implementation. • Serves as project manager for other special projects as assigned. 	15%
4	MFA: Labor Relations Essential Duties: <ul style="list-style-type: none"> • Provide support and advice to managers throughout the grievance process. • Compose, review and recommend revisions to reports, manuals, policies and collective bargaining agreements, as needed. • Assist in developing bargaining concepts. • Provide support to the collective bargaining team through professional and legal research. 	10%
	Other duties as assigned.	
Percentages should total 100%		100%

Special Requirements: Professional certification in Human Resources preferred.

Physical Requirements: Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee : _____ Date: _____

Immediate Supervisor: _____ Date: _____