

## BENTON COUNTY POSITION DESCRIPTION

|                                                                                         |        |                        |                           |                   |                         |
|-----------------------------------------------------------------------------------------|--------|------------------------|---------------------------|-------------------|-------------------------|
| <b>CLASSIFICATION</b>                                                                   |        | <b>BAND</b>            | <b>GRADE</b>              | <b>SUBGRADE</b>   | <b>FLSA STATUS</b>      |
| Business Analyst                                                                        |        | C                      | 4                         | 2                 | Exempt                  |
| <b>POSITION TITLE:</b>                                                                  |        | Human Resource Analyst |                           | <b>POSITION#:</b> |                         |
| <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised<br>(Check one) |        | <b>Date:</b>           | 09/10/2026                |                   |                         |
| <b>SERVICE TYPE:</b>                                                                    |        |                        | NON-REP MANAGEMENT        |                   |                         |
| <b>Employee Name:</b>                                                                   | vacant |                        | <b>Department:</b>        | HR                | <b>Supervisor:</b> CHRO |
| <b>FTE:</b>                                                                             | 1.0    |                        | <b>Employment Status:</b> | Regular Full Time |                         |

### Position Summary:

Responsible for core Human Resources functions: benefits administration, employee relations, labor (union) relations, HR advisor and consultant to assigned County departments. Serves as HR business partner with management to address workforce challenges, develop people strategies, and foster a positive organizational culture May provide specialization and focus in one or more areas of HR, as assigned. Requires travel between County worksites.

### Essential Duties:

| No. | Major Functional Area (MFA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | % of Time |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1   | <b>MFA:</b> HR Consultant to County Managers/Employees<br><b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Advise and coach managers and employees on performance management and improvement.</li> <li>Investigate and address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.</li> <li>Conduct workplace investigations and develop recommendations on next steps.</li> <li>Advise management and employees about ADA, and protected leave regulations and processes.</li> <li>Provide technical human resources support and guidance to employees and managers on employee relations issues, performance management, employee development and training, personnel records, conflict resolution, union grievances, reasonable accommodation, interpretation of collective bargaining agreements, and County policies and procedures.</li> <li>Provide guidance and advice to managers on interpretation of employment law issues and regulations relating to policy and collective bargaining agreements.</li> <li>Serve as point of contact for employee concerns and provide guidance on conflict resolution, performance improvement, and communication issues.</li> <li>Develop strategies for critical talent acquisition in collaboration with hiring managers.</li> </ul> | 50%       |
| 2   | <b>MFA:</b> Health and Welfare Benefits<br><b>Essential Duties:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 25%       |

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                                      | <ul style="list-style-type: none"> <li>County liaison for employee benefits providers. Answer questions and solve problems relating to claims, quality of care and coverage issues.</li> <li>Staffs the Benefits and Wellness Committee; assists in identification of and solutions for benefits-related problems; participates in identification of employee benefits packages, and development of wellness programs.</li> <li>Conducts County Open Enrollment processes to meet payroll and insurance contract deadlines. Disseminates new information to employees and organizes employee informational meetings.</li> <li>Administers the Ignite Wellness program.</li> </ul> |             |
| 3                                    | <b>MFA: Labor Relations</b><br><b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Provide support and advice to managers throughout the grievance process.</li> <li>Compose, review and recommend revisions to reports, manuals, policies and collective bargaining agreements, as needed.</li> <li>Assist in developing bargaining concepts.</li> <li>Provide support to the collective bargaining team through professional and legal research.</li> </ul>                                                                                                                                                                                                         | 15%         |
| 4                                    | <b>MFA: Special Projects</b><br><b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Identify need for and manage human resource studies and projects.</li> <li>Collect data, analyze, and report on performance measures.</li> <li>Initiate and implement human resource process improvement activities.</li> <li>Assists with recruitment, performance management, HRIS, policy development and implementation.</li> <li>Develops and delivers training on various employment laws and personnel policies, recruitment/interview process, and associated procedures and processes.</li> </ul>                                                                        | 10%         |
|                                      | <b>And other duties as assigned.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |
| <b>Percentages should total 100%</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>100%</b> |

Special Requirements:

Physical Requirements:

The working environment is an office setting.

**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: \_\_\_\_\_