

# Water Authority Position Description

## HUMAN RESOURCES ANALYST 1

Status	Position Code	Level	Date
APPROVED	HRA1	P26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PERFORM A VARIETY OF HUMAN RESOURCES ACTIVITIES IN SUPPORT OF THE HUMAN RESOURCES DIVISION INCLUDING EMPLOYEE CLASSIFICATION, COMPENSATION, EMPLOYMENT, WORKER'S COMPENSATION, AND LABOR RELATIONS. PROVIDE INFORMATION AND ASSISTANCE TO MANAGERS, EMPLOYEES AND THE GENERAL PUBLIC REGARDING HUMAN RESOURCES ACTIVITIES, POLICIES AND PROCEDURES. THIS POSITION IS THE ENTRY LEVEL OF THE HUMAN RESOURCES ANALYST CAREER PATH. IT IS EXPECTED THAT THE INCUMBENT WILL BE ABLE TO PROGRESS TO HIGHER LEVELS AFTER DEMONSTRATING COMPETENCE IN ADMINISTERING THE AUTHORITY'S HUMAN RESOURCES PROGRAMS.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN HUMAN RESOURCES, PUBLIC ADMINISTRATION, BUSINESS MANAGEMENT OR A RELATED FIELD, PLUS TWO (2) YEARS OF PROFESSIONAL HUMAN RESOURCES EXPERIENCE IN THE FIELD OF CLASSIFICATION/COMPENSATION, RECRUITMENT, DISCIPLINE, WORKERS COMP, FMLA, LIGHT DUTY COORDINATION, OR EMPLOYEE RELATIONS.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
 PHR OR SPHR CERTIFICATION PREFERRED

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM UPPER LEVEL MANAGEMENT STAFF  
 PROVIDES DIRECTIONS TO HUMAN RESOURCE STAFF AS REQUIRED

### ESSENTIAL FUNCTIONS

1. PERFORM DUTIES IN SUPPORT OF WATER AUTHORITY EMPLOYEE BENEFIT PLANS AND PROGRAMS; ENSURE THAT PROGRAMS ARE PROPERLY ADMINISTERED; ENSURE BENEFIT REIMBURSEMENTS AND DEDUCTIONS ARE ACCURATE AND PROCESSED IN A TIMELY MANNER.
2. ADMINISTER ANNUAL OPEN ENROLLMENTS, MAKE PRESENTATIONS OF THE BENEFITS PROGRAM TO NEWLY HIRED EMPLOYEES, EXPLAIN COVERAGE AND PROGRAMS; INPUT AND PROCESS INFORMATION; COORDINATE ACTIVITIES WITH RELATED DEPARTMENTS OR OUTSIDE AGENCIES.
3. PARTICIPATE IN BENEFITS BILLING ACTIVITIES, INCLUDING RECONCILIATION OF EMPLOYEES COVERED TO BENEFIT PAID; REVIEWS AND SUBMITS BENEFIT ENROLLMENT AND CHANGES TO CARRIERS; PREPARE REPORTS REGARDING MONTHLY BENEFIT ENROLLMENTS, CHANGES, AND DELETIONS; MONITOR EMPLOYEES ON LEAVE OF ABSENCE FOR BILLING PURPOSES.
4. MEET WITH AND ASSIST EMPLOYEES WITH RETIREMENT; RESPOND TO A VARIETY OF QUESTIONS AND PROVIDES INFORMATION REGARDING RETIREMENT PROGRAMS; COORDINATE PRE-RETIREMENT SEMINARS; ADMINISTER EARLY RETIREMENT PROGRAM INCLUDING CALCULATING ELIGIBILITY, SICK AND VACATION CASH OUTS AND PROCESSING PAYROLL FOR EARLY RETIREES; PROCESS NON-ROUTINE PERA REQUESTS.
5. MAINTAIN AND COMPILE PAPERWORK RELATING TO WORKER'S COMPENSATION; COORDINATE WITH TIMEKEEPER TO ENSURE THAT PROPER COMPLETION OF PAYROLL TO TRACK SUPPLEMENTAL PAY AND/OR LIGHT DUTY HOURS; CONTACT MEDICAL PROVIDERS FOR UPDATES ON EMPLOYEE'S WORK STATUS AND MAINTAIN INFORMATION AND RECORDS AS NECESSARY.
6. ADMINISTERS FMLA POLICY AND PROCEDURES FOR WATER AUTHORITY INCLUDING SENDING NOTICES TO EMPLOYEES, REVIEWING DOCUMENTATION FOR REQUESTS, TRACKING LEAVE TAKEN, AND DETERMINING ELIGIBILITY IN ACCORDANCE WITH LAW. COORDINATE WITH EMPLOYEE AND SUPERVISOR REGARDING RETURN TO WORK OR PHYSICAL LAYOFF.
7. MAINTAIN CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION IN COMPLIANCE WITH ALL FEDERAL LAWS.
8. PROVIDE INFORMATION REGARDING WELLNESS PROGRAM ACTIVITIES THROUGHOUT THE WATER AUTHORITY TO EMPLOYEES AND DIVISION ADMINISTRATIVE STAFF. COORDINATE WITH CITY OF ALBUQUERQUE REGARDING HEALTH FAIRS, MOBILE VAN AND SITE SCREENINGS. PARTICIPATE IN HEALTH FAIRS OR WELLNESS RELATED ACTIVITIES AS NEEDED.
9. ASSIST WITH EMPLOYEE RECRUITMENT AND SELECTION PROCESS. ENTER REQUISITIONS AND CRITERIA INFORMATION INTO COMPUTER SYSTEM; CREATE INTERNAL AND EXTERNAL ADVERTISEMENTS; REVIEW APPLICATIONS TO DETERMINE IF APPLICANTS MEET REQUIREMENTS OF POSITIONS.
10. CONDUCTS AND RESPONDS TO SALARY, BENEFIT, AND CLASSIFICATION SURVEYS; COMPUTES AND COMPILES SURVEY DATA AND RESULTS.
11. REVIEW ALL HUMAN RESOURCES FORMS AND DOCUMENTS FOR COMPLIANCE WITH AUTHORITY RULES AND REGULATIONS, COMPLETENESS AND ACCURACY.

#### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF HUMAN RESOURCE MANAGEMENT.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

### **PREFERRED KNOWLEDGE**

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF HUMAN RESOURCES MANAGEMENT PROGRAM  
BASIC METHODS AND TECHNIQUES OF EMPLOYMENT OR CLASSIFICATION/COMPENSATION PRINCIPLES AND PROCEDURES OF RECRUITMENT AND SELECTION  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS  
WATER AUTHORITY'S HUMAN RESOURCES RULES AND REGULATIONS  
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION  
RESEARCHING/DATA COLLECTION METHODS TO COMPILE A VARIETY OF REPORTS  
DATA MANAGEMENT AND TRACKING

### **PREFERRED SKILL/ABILITY**

INTERPRET AND APPLY GENERAL PERSONNEL POLICIES AND PROCEDURE APPLICABLE TO THE WATER AUTHORITY  
APPLY AUTHORITY'S EMPLOYMENT OR CLASSIFICATION/COMPENSATION PROCEDURES  
OPERATE A VARIETY OF MODERN OFFICE EQUIPMENT INCLUDING COMPUTERS  
MAINTAIN CONFIDENTIALITY OF WORK  
PREPARE AND MAINTAIN A VARIETY OF REPORTS; ANALYZE AND INTERPRET REPORT RESULTS  
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION  
COMMUNICATE EFFECTIVELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

### **WORKING CONDITIONS**

OFFICE ENVIRONMENT, EXPOSURE TO COMPUTER SCREENS. OCCASIONAL VISITS TO WATER AUTHORITY SITES TO CLARIFY HUMAN RESOURCE MATTERS.

### **PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING OR STANDING FOR PROLONGED PERIODS OF TIME  
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES