Human Resources Analyst

**JOB SUMMARY**

This position performs a variety of duties related to the college’s human resource functions including but not limited to processing new hire paperwork, benefits administration, payroll related activities, leave of absences, and compliance with Gordon State College policies and procedures.

**MAJOR DUTIES**

- Advises employees and distributes information regarding benefits.
- Assist employees with the retirement process.
- Processes Family and Medical Leave Act requests.
- Processes Americans with Disabilities Act requests.
- Manages workers compensation claims and accident reports and track the progress of claims.
- Assists with the oversight of the Affordable Care Act compliance requirements.
- Reports retiree information to the Teachers Retirement System and Employee Retirement System of Georgia.
- Monitors various daily reports from the Shared Services Center for benefits enrollment status, critical errors, pending events approval, Evidence of Insurability, etc.
- Reconciles monthly benefit deductions.
- Assist with the coordination of the annual benefits fair and open enrollment activities.
- Coordinates and promotes wellness initiatives.
- Serves as the campus liaison for the USG Tobacco and Smoke-free policy.
- Assists in the employee recruitment process.
- Assists with employee relations matters,
- Assists the Director with the development and revision of policies and procedures.
- Assists with the administration of the classification and compensation plan, to include updating job descriptions, classifying and reclassifying positions and conducting salary surveys.
- Develops and implements employee training.
- Provides data and reports as needed.
- Performs other HR Generalist duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of human resource management principles.
- Knowledge of federal and state laws related to employment and benefits.
- Knowledge of college policies and procedures.
- Knowledge of computers and job related software programs.
- Knowledge of University System of Georgia policies and procedures.
- Skill to make timely decisions.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**
The Director of Human Resources assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state employment laws, the employee handbook, University System of Georgia policies and procedures and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in support of the college’s human resources functions. The necessity of responding to the day-to-day or immediate needs of personnel contributes to the complexity of the position.
- The purpose of this position is to provide support for the human resource functions of Gordon State College. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, retirees, job applicants, other University System human resources staff, benefits providers, peers at other institutions, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems and to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.