



CITY OF FRUITA JOB ANNOUNCEMENT

Date of Posting: May 13, 2024
Job Title: Human Resources Analyst
Department: Administration/Human Resources
Salary Range: Anticipated hiring range is \$59,571 (\$28.64 per hour) to \$63,086 (\$30.33 per hour) per year, paid on a bi-weekly basis.
Benefits: Health Insurance, Dental Insurance, Vision Insurance, Holiday Pay, Sick Time, Vacation Time, 401(a), Flex Spending Account, and AFLAC Supplemental Insurance
Supervisor: Human Resources Director

JOB SUMMARY:

This position, under the direction of the Human Resource Director, supports the organization through work in several areas of human resources that may include all or some of the following: coordinating employment activities, coordinating employee training activities, compensation, benefits, and performance management programs, maintaining employee records and archives, managing workers compensation claims, and managing employee wellness programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following.
Other duties may be assigned.

- Assists with the administration of benefits, compensation, and employee performance programs.
- Assists with employee on-boarding and training new employees.
- Supports compliance with Federal and State regulations.
- Researches statistical or policy questions, analyzes data, and prepares reports.
- Assists with the development and implementation of new programs.
- Assists in performing job audits and recommending salary levels.
- Processes transactions related to employment activity and unemployment insurance programs.
- Assists with retirement plan management and services for employees.
- Under the supervision of the HR Director guides the Employee Wellness Program; participates and assists with internal Employee Newsletter publication; and assists with required Safety Training Programs.

- Monitors Workers' Compensation employee claims, modified duty work and schedules, and regularly updates the HR Manager on status of claims.
- Helps maintain employee records – active employees and departed employees. Collaborates within Human Resources and the City's records management systems to ensure Retention Schedules are maintained accurately.
- Assists with and manages recruitment/selection processes and strategies, including job postings, receipt of applications, evaluation of applicants' qualifications, conducts interviews, verifies references and background information administers pre-employment testing, ensuring compliance with all federal, state, and local regulations.
- Monitors data integrity/accuracy in accordance with timely reporting requirements.
- Monitors legislative and judicial actions affecting human resources management and practice. Collaborates with and regularly updates HR Director.
- Ensures timely reporting required of the city. Prepares or assists with timely preparation of regulatory employer and Workers' Compensation provider reporting.
- Manages special projects as assigned, maintains project documents, sets timelines, monitors and reports on the progress of projects.
- May collaborate with the HR Director on the preparation and monitoring of the annual budget.
- May perform back-up functions to other Administration programs.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION & EXPERIENCE:

Education or Formal Training and Licenses:

- Bachelor's degree in Human Resources Administration or related field preferred and at least three (3) years of progressively responsible duties in the management and administration of human resources or an equivalent combination of education, experience and training.

Licenses/Certifications

- Valid Driver's License and satisfactory driving record required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Competent level of organizational dynamics knowledge and structure, and the ability to understand those factors affect work climate, culture and operations.
- Current knowledge of the principles, practices and operating requirements of Human Resources management in accordance with federal, state, and local and municipal laws including employment, compensation, payroll, employee benefits, labor relations; municipal management; and budgeting and planning.
- High level of interpersonal and organizational skills, tact, and ability to resolve problems and manage conflict.
- Solid computer skills and the ability to learn and utilize software applications for word processing, spreadsheets, databases and other current technology and HR related software.
- Ability to respond calmly and effectively in stressful situations.
- Excellent time management skills with proven ability to meet deadlines.
- Proficient ability in the use of Microsoft Office Suite, ADP Finance and Accounting applications, and other technical platforms.
- High-level of awareness of confidential situations and ability to maintain confidentiality in all aspects of professional interactions internally and in the community at large.
- High-level of self-awareness and is socially astute.
- Knowledge of assessment tools, and the ability to utilize those tools to evaluate the effectiveness of on-going programs and to develop refinements and/or corrective solutions.
- Ability to establish and maintain effective working relations with employees, supervisors and the general public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to see, talk and hear, and to use hands to finger, handle, touch or feel. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Most work is performed in a typical office setting. Work is subject to many interruptions and requires that individuals quickly prioritize job responsibilities and project work in an environment that may involve assisting several people at the same time.

The noise level in the work environment is moderate. Work environment is both inside and outside with the majority of duty it being office related.

TO APPLY:

Submit a completed City of Fruita on-line job application, letter of interest and resume at www.fruita.org/hr by close of business May 31, 2024.

The City of Fruita is an Equal Opportunity Employer