

Job Description

Position Title: Analyst 2, Human Resources

Job Group: Human Resources

Job Level Group: Professional Intermediate

FLSA Status: Exempt

Position Summary:

The Analyst 2, Human Resources provides supervision, guidance, and support to College managers, supervisors and employees in the areas of talent acquisition, employee relations, employee performance management, workforce planning, and all other human resource management personnel functions. Develops strategic relationships across the College and engages in joint initiatives for new programs and grants. Delivers training, supports online training, and provides support and development for training initiatives. Markets training initiatives, develops reports, and manages projects with the Organizational Effectiveness and Development (OED) unit.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides guidance and support for talent acquisition, employee relations, employee performance management, workforce planning, and all other human resource management personnel functions. Supervises employees assigning work and conducting performance evaluations, ensures staff is trained, and writes and issues disciplinary actions as needed.
2. Provides support and development for training initiatives. Markets training initiatives, develops reports, and manages projects with the Organizational Effectiveness and Development (OED) unit. Partners with College divisions to develop and deliver training opportunities for staff and faculty.
3. Gives presentations on Human Resources compliance topics to ensure the College is in adherence with Human Resources policies, procedures, and programs.
4. Manages recruitment planning.
5. Works with supervisors and employees to support conflict resolution and positive communication skills; assists development of action plans as needed. Recommends and implements disciplinary measures and documents employee relations issues.
6. Represents the College in all unemployment litigation and may participate in court proceedings. Provides complex consultative services including legal separation agreements and supporting documentation.
7. Develops, launches, and evaluates new College program initiatives. Researches, develops and makes recommendations for internal and external strategies for hiring. Creates strategic plans and tactical responses to address issues. Develops and delivers tools and resources.

8. Serves as primary contact for Organizational Effectiveness and Development (OED) unit and Human Resources Department for posting content to web and intranet. Provides preparations for workshop set up and audio-visual support.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of human resources principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in public speaking
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree Human Resources, Psychology, or a closely related field of study required.
 - One (1) to Three (3) years of related experience in Human Resources required
 - Three (3) to Five (5) years of related experience in Human Resources preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License.