

**KERSHAW COUNTY SCHOOL DISTRICT, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: HUMAN RESOURCE ANALYST
HUMAN RESOURCES DEPARTMENT
DISTRICT OFFICE**

GENERAL STATEMENT OF JOB

Under general supervision, performs professional work in administering the District's payroll, human resources reports, employment verification and duties related to employee certification, retirement, leave, and resignation. Reports to the assigned supervisor

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Processes all new hire information for designated schools and notifies Payroll

Develops personnel reports for senior staff and school board

Maintains docked-pay bi-weekly report for Payroll

Develops a system for responding to verification of employment requests

Enters salaries into employee personnel data system

Determines employment experience for certified employees

Updates certificates for certified employees

Keeps informed of current and changing laws, rules, and regulations pertaining to employee benefits and human resources

Prepares letters for employees who transfer, retire, and/or resign

Assists with open enrollment when needed

Maintains related records with accuracy and completeness

Performs end of year personnel and payroll processes

Provides necessary records for and assists with scheduled audits regarding employee leave

Records, updates, and retrieves insurance information to prepare spreadsheets, reports, and correspondence

Performs general clerical work as necessary; including but not limited to typing reports and correspondence, answering calls, copying and filing documents, processing daily mail, ordering supplies, etc.

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Uses various supplies, policy and procedure manuals, equipment manuals, etc. to promote efficiency on the job

Operates a variety of equipment, which may include: computer, printer, copier, fax machine, adding machine, telephone, postage meter, check signer/bursar, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, subordinates, other District administrators and staff, school administrators and staff, employees' family members.

ADDITIONAL JOB FUNCTIONS

Performs related duties as assigned and required.

Assists in the resolution of payroll problems with payroll staff.

Maintains records of employee leave accruals and coordinates records with payroll staff; provides information and guidance to employees in the use of leave benefits; verifies leave balances with schools and ensures all schools submit leave slips for medical/academic leave participants; researches and resolves leave record discrepancies; processes leave bonuses; approves and processes all leave transfers in and out of the District; prepares and maintains all related correspondence and records.

Completes surveys and prepares reports as needed

Coordinates and/or participates in special projects and programs as assigned.

Receives and responds to employee inquiries, concerns and complaints regarding personnel policies and procedures and division services.

Attends training, seminars and conferences, and stays abreast of legislation and trends in human resource administration.

Receives cross-training in all areas of human resources to assist other department staff during peak seasons when demand is high

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in human resources, social sciences, bookkeeping or related field supplemented by two to three years of professional human resources experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert

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up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of reports and documentation, policy and procedure manuals, job applications, budgets, etc. Requires the ability to prepare general reports, studies, recommendations, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel employees. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages including human resource management, insurance administration, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

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Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Kershaw County School District as they pertain to the performance of duties of the Benefits Specialist. Has knowledge of the functions and interrelationships of the District and other governmental agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to help ensure departmental and District compliance with all labor / human resources laws and regulations. Has knowledge of insurance, retirement and other employment benefits and is able to efficiently and effectively administer a variety of benefits programs. Is able to skillfully communicate benefits options, policies and procedures to staff and to ensure the maintenance of accurate employee benefits records. Has knowledge of the reports, records and forms that must be prepared, processed and maintained in order to meet OSHA standards and other requirements. Is able to develop and maintain a positive rapport with District employees. Is able to make sound, educated decisions. Has knowledge of how to effectively supervise a support staff. Is able to offer instruction and advice to subordinates and co-workers regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing and records management. Has the mathematical ability to handle required calculations. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to maintain confidentiality as required. Is able to produce quality work despite the stress of deadlines. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of how to make public presentations. Has knowledge of how to react calmly and quickly in emergency situations. Has knowledge of the occupational hazards and safety precautions of the industry.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

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Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of it. Questions such instruction and direction when clarifications of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly work place.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.