



HUMAN RESOURCES ANALYST (CD) – COMPENSATION – LEVEL II OR SENIOR

The Hanover County Human Resources Department has an exciting opportunity for a seasoned compensation analyst to join our Team! The incumbent will perform complex tasks and will partner with HR Leadership in the management of the County's compensation program. If you have a passion for data analysis and creating reports that can have a real impact, we encourage you to apply. This position offers telework options.

General Description: This is a professional position. The incumbent performs complex tasks to administer Human Resources programs and provides analysis in such areas as recruitment, classification/compensation, benefits, HRIS Administration or other human resources tracts as needed. HR Analysts provides guidance, assistance and information to department management on routine human resources-related matters. Provides information and guidance to employees in areas of assigned human resources responsibilities regarding processes, procedures and program requirements. Interprets, applies and explains human resources policies, procedures, laws and regulation to employees and the public. The Analyst may serve as lead worker on special projects and perform related work as assigned.

Organization: The Human Resources Analyst is part of Hanover County's Career Development Program (CD). The Human Resource Analyst Ladder has three levels: Human Resource Analyst I, II and Senior. The incumbent reports to a member of the HR leadership team and supervises no staff.

Essential Functions of HR Analyst – Compensation Administration:

- Assists with classification of positions to include new positions and reclassifications.
- Creates and updates job descriptions.
- Generates monthly reports to comply with governmental state and federal agency requirements.
- Analyzes trends in compensation, mid-year benchmark analysis and leads annual benchmark process and market reviews.
- Assist with and supports annual compensation changes and processes.
- Completes salary and benefit surveys and provides classification and compensation information as requested to employees, supervisors, other jurisdictions and the general public.
- Updating and maintaining compensation plan changes in recruiting HRIS system.
- Reconciles and balances semi-monthly timecards in collaboration with HRIS, Benefits and Payroll team.
- Works closely with the Benefits Team to ensure pay and benefits are accurately reflected in timekeeping functions.
- Works closely with the Deputy Director to ensure employee merit pay processing is aligned with compensation plans and board approved merits in collaboration with the HRIS and Benefits team.
- Assists in coordinating HR inquiries with other departments, divisions, external agencies and other outside organizations, and provides technical assistance as needed.
- Provides information and guidance to employees in areas of assigned human resources responsibilities regarding processes, procedures and program requirements.
- Supports the implementation of new programs and upgrades in the HRIS system.
- Provides support to the benefits manager on benefit related items as needed.
- Creates and maintains Standard Operating Procedures for all major processes and annual projects.
- Interprets HR policies to employees and the public.

Knowledge, Skills and Abilities: Knowledge of the principles and practices of Human Resources administration, required. Must be able to present ideas and recommendations clearly and concisely both orally and in

writing. Ability to establish and maintain effective working relationships with County staff, employees and the public is essential. Ability to validate complex data sets, to keep statistical records and to create regular and special reports. Computer Literacy/working knowledge of Microsoft Office products, specifically intermediate to advanced functions of Excel required. Excel power queries knowledge and experience preferred. Must know how to organize and prioritize work and meet deadlines. Ability to maintain confidentiality is paramount.

Education, Experience and Training: Bachelor's degree in a related field preferred, with at least two (2) years' related work experience required – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Higher levels on the Career Ladder require additional education and experience.

Hiring range is \$52,090 - \$70,000, plus excellent benefits. For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.