Senior Human Resources Analyst

SUMMARY:

The Senior HR Analyst performs professional-level work in support of Human Resources functions, with a focus on labor and employee relations, recruitment, benefits administration, and HR analytics. This position assists in implementing HR policies, procedures, and programs under general supervision, contributing to the overall effectiveness of the Human Resources department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the HR Director. May provide guidance to HR support staff on specific projects or tasks.

CLASS CHARACTERISTICS:

This position supports various HR functions with an emphasis on labor relations, data analysis, recruitment, employee relations, and benefits administration. It differs from higher-level HR roles in its scope of responsibility and level of independence.

EXAMPLES OF RESPONSIBILITIES AND DUTIES responsibilities and duties may include, but are not limited to the following:

- Assist in developing and implementing HR policies, procedures, and guidelines, with a specific focus on labor relations including contract negotiations, grievance handling, and meet and confer sessions.
- Participate in recruitment activities, including job postings, candidate screening, and interview coordination.
- Support employee relations activities such as performance management, disciplinary actions, and conflict resolution.
- Assist in administering employee benefits programs, including leave management and insurance coverage.
- Conduct data analysis and prepare reports on HR metrics and trends, especially related to labor relations.
- Assist in the development and delivery of HR training programs, focusing on labor relations and compliance.
- Participate in the review and evaluation of recruitment and selection procedures, ensuring alignment with labor agreements.
- Collaborate with HR team members on special projects and initiatives related to labor relations and employee engagement.

KNOWLEDGE OF:

- Principles of labor relations, collective bargaining, and contract administration.
- Basic HR management principles, including employment laws and regulations.
- HRIS systems and data management principles.
- Recruitment and selection processes.
- Employee relations and conflict resolution techniques.
- Benefits administration practices.

ABILITY TO:

- Analyze data and prepare clear and concise reports, especially related to labor relations metrics.
- Communicate effectively both orally and in writing, particularly in negotiations and presentations.
- Work collaboratively in a team environment and with stakeholders.
- Prioritize and manage multiple tasks effectively, ensuring compliance with labor agreements.
- Maintain confidentiality and handle sensitive information appropriately.

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the required knowledge, skills and abilities.

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Three years of progressively responsible experience in Human Resources, including direct experience in labor relations, employee relations, recruitment, or benefits administration.
- Knowledge of HRIS business systems and proficiency in MS Office Suite.

FLSA Status: Exempt
Prepared By: HR Director
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