



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Human Resources Analyst Occupation

CLASSIFICATION CODE/PAY GRADE:

64621/38

BARGAINING UNIT:

ACE

Human Resources Analyst 2

SERIES PURPOSE: The purpose of the Human Resources Analyst occupation is to process personnel actions, provide technical advice to constituents, and ensure that information entered into the system is accurate and complete.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of public, business, or human resources administration in order to process human resources transactions, understand and apply rules, policies, procedures, and collective bargaining contract provisions, and to ensure that the information entered into the system is accurate and complete. Provides input into the development of human resources/payroll work processes and the training of staff members in these processes and system navigation.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Trains employees on navigation through and various applications in the human resources information system (HRIS). Collaborates with constituents and colleagues to identify training needs and requirements; attends educational seminars, professional development classes, and etc.

Processes transactions in the HRIS; appointments, status changes, wage changes, vacation/sick leave updates, benefits and/or deduction enrollment and adjustments, etc.; proofreads to verify accuracy and completeness, in a timely manner.

Creates new employee profiles; processes, enters, files, routes, and audits personnel actions. Processes all changes pertaining to personal information. Updates changes to supervisors for leave approval, timesheet approval, and evaluation. Ends job records for separating employees.

Works with financial managers as questions arise pertaining to reports; advises managers of procedures for correcting labor distributions. Updates funding sources as necessary and when informed by the department or Controller's Office. Independently processes labor redistributions.

Effective 04/12/2020

Prioritizes entry of personnel actions based on importance, bi-weekly and semi-monthly payroll deadlines, leave and timesheet approval deadlines, and direction from supervisor.

Performs a variety of calculations to ensure the accuracy and integrity of information entered. Calculates back pays, overpayments, corrections, revisions, and payments.

Utilizes the applicant tracking system to record employee personnel actions, terminate separating employees, move applicants in the workflow, respond to customer inquiries, and provide direction to departments and hiring managers on posting a position, viewing and moving candidates in the workflow, and creating a hiring proposal for approval.

Verifies and maintains forms I-9 as required by the Department of Homeland Security. Processes background screenings: monitors result and refers to supervisor.

Maintains filing system for computerized and manual records associated with personnel actions and employee records processing.

Compiles information to complete internal and external forms and reports; accesses computerized information or manual files.

Performs clerical duties such as filing, opening and sorting mail, operates a variety of office equipment.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: employee training and development; employment processing procedures, HR/Payroll component of the Banner system, human resources processes and procedures, computer software, and customer service; university policies and procedures concerning the processing of personnel transactions, collective bargaining agreements.

Skill in: the operation of a personal computer.

Ability to: perform basic mathematics; proofread material, recognize errors, and make corrections; check pairs of items that are similar or dissimilar; deal with some abstract but mostly concrete variables; research and answer inquiries.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: Bachelor's degree; or two years of experience in Human Resources, public, or business administration. Experience utilizing the Banner system.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable