Hanover County Government
Human Resources Department
Human Resources Analyst (CD) – Senior
Salary: $60,000.00- $85,000.00

The Hanover County Human Resource Department is seeking a Senior Human Resource Analyst to join our team and support our HR department in making data-driven decisions. We are looking for a candidate with a sharp attention to detail, capable of reviewing and analyzing HR data, trends, and metrics to provide valuable insights and recommendations that will contribute to the overall success of the organization.

Responsibilities will include setting up new and managing current Human Resources Information Systems, administering HR programs, and performing data manipulation. The successful candidate will also provide system analysis in areas such as headcount, turnover, timekeeping, accruals, and classification/compensation as needed.

If you are a critical thinker that thrives in an environment that is constantly moving, we encourage you to apply today.

General Description:
This is a professional position. The incumbent performs complex tasks to administer Human Resources programs and provides analysis in such areas as, timekeeping, classification/compensation, benefits, HRIS Administration or other human resources tracts as needed. The HR Analyst provides guidance, assistance and information to department management on routine timekeeping and 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 regulations 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 Senior - HRIS/Compensation
- Proficient in Microsoft Excel at an Intermediate to Advanced level, with expertise in VLOOKUP, XLOOKUP, Queries, Power Pivots, data automation, and additional data analysis functions.
- Provides functional support for the development, implementation and administration of Human Resource Systems.
- Analyzes and troubleshoots complex timekeeping issues.
- Reconciles and balances semi-monthly timecards in collaboration with HRIS, Benefits and Payroll team and works closely with the Benefits Team to ensure pay and benefits are accurately reflected in timekeeping functions.
- Provides functional support of the creation, maintenance and compliance of HRIS positions and with budget changes as well as timekeeping system set up.
- Works closely with the Deputy Director to administer and manage the annual performance evaluation process in collaboration with the Compensation and Benefits team.

- Assists with project initiatives related to HR systems and provides support to HR management, department leaders, and staff members.
- Establishes, builds, and sustains positive relationships with other departments, divisions, external entities by delivering exceptional customer service and support.
- Experienced in analyzing extensive data sets and efficiently conveying data insights to County employees, staff, and the public as necessary.
- Evaluates trends, collects essential data, performs research and data analysis.
- Supports the implementation of new programs and HR system upgrades.
- Supports the HR team by conducting regular data reconciliation and audits of employee records.
- Creates and maintains Standard Operating Procedures for all major processes and projects.

Working Conditions:
A. Hazards
· None Known
B. Environment
· Office
C. Physical Effort
· Minimal
D. Exempt?

Knowledge, Skills and Abilities:
Knowledge of Microsoft Office products, specifically intermediate to advanced functions of Excel required. Excel power queries knowledge and experience preferred. Knowledge of the principles and practices of Human Resources administration is required. Must be proficient in verbal and written communication with various stakeholders within Hanover County, offering information and guidance on processes, procedures, and program requirements. Ability to collaborate effectively within a team environment as well as the capacity to work autonomously in resolving issues, making sound judgments, and fulfilling designated tasks within specified deadlines. Confidentiality of sensitive information is essential.

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.

Special Conditions:
· Criminal Records Check, including fingerprinting
· Work beyond normal work schedule
· Twelve-month probationary period

For more information and to apply, please visit www.hanovercountyjobs.com