CLASSIFICATION SERIES:
N/A

CLASSIFICATION CODE/PAY GRADE:
64612/45

BARGAINING UNIT:
Excluded

Human Capital Management Analyst

SERIES PURPOSE: The purpose of the Human Capital Management Analyst occupation is to perform, coordinate, and/or manage human resources functions and/or programs.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of human resources functions and civil service laws, rules, policies, and procedures in order to perform two or more human resources functions; completes assignments which require evaluation, selection, and application of principles in the performance of standard assignments, using sound judgment to make determinations and/or recommendations. Human resources functions include, but are not limited to, personnel actions, creation of position descriptions, disability coordination, unemployment, health benefits, selection, recruitment, organizational design, FMLA and ADA coordination, performance evaluation coordination, data management, employee recognition programs, and/or employee wellness programs.

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

Performs two or more human resources functions; composes, processes, approves, and enters personnel actions; composes, processes, and approves position descriptions; tracks unemployment or disability benefits; enrolls and advises employees regarding health benefits; schedules interviews and participates in preliminary screening and/or interviewing of applicants; maintains tables of organization and creates and maintains succession plans; researches recruitment methods and advertises vacancies; tracks, monitors, certifies claims and advises employees regarding Family Medical Leave Act; tracks, monitors compliance, and advises regarding Americans with Disabilities Act; composes, manages, approves, and processes certification lists; coordinates, tracks and processes, approves and advises regarding performance evaluations; plans, tracks, monitors, and advises regarding employee recognition or employee wellness programs; collects and manipulates data and analyzes trends, plans workforce needs and implements strategic human resources initiatives and action plans.

Assists in monitoring, preparing, and/or processing forms and reports for non-primary human resources functions; establishes grievance files and maintains grievance logs; reviews and corrects step and

Effective 04/12/2020
certification rosters; attends and gives presentations at orientation sessions for new employees; conducts research and provides information to assist in preparation of budget projections for human resources costs; serves as coordinator for job audit requests and/or appeals; advises and assists employees in applying for training programs; represents the University at human resources and/or training meetings; reviews and recommends changes to policies for compliance with human resources rules and regulations.

Attends hearings as management representative; serves on committees; responds to inquiries from employees and general public; assists higher-level staff or other administrative staff on special projects and reports; prepares related records and reports; maintains human resources records for all employees; responds to correspondence from employees.

Provides a variety of administrative support duties including processing of invoices; reviewing vendor bills to ensure accuracy, processes vendor bills for payment; prepares notes from meetings; prepares and sends correspondence and other documents.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: civil service laws, rules and regulations; departmental policies and procedures*; employee benefits*; federal and state laws and rules governing fair employment practices; interviewing; public relations; employee training and development*; technical writing; effective oral communication.

Skill in: operation of personal computer.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; prepare meaningful, concise, and accurate reports; gather, collate, and classify information about data, people, or things; handle sensitive inquiries from and contacts with officials and general public.

(*) Developed after employment.

**MINIMUM QUALIFICATIONS:** Completion of bachelor’s degree in Human Resources, Business, or Public Administration; or a minimum of two years of experience in Human Resources or an equivalent combination of education and training.

**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

Effective 04/12/2020
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