



## Town of Oro Valley Classification Description

Title: **HUMAN RESOURCES ANALYST - RECRUITMENT** Department: Human Resources  
Job Code: 1680 Salary Grade: 113  
FLSA Status: Exempt

### **POSITION SUMMARY:**

Performs professional level Human Resources duties under direction of the Human Resources Director. Employees of this class are expected to exercise a high degree of independence, initiative, and professional expertise in the day-to-day management and administration.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Manages professional level recruitment process for all departments.
- B. Prepares and creates job announcements for various advertising sources.
- C. Screens applications and resumes, develops criteria matrixes and ensures integrity of the recruitment and selection process; compiles and reviews interview questions, schedules interviews, participates on interview panel and selection committee as requested by department and develops eligibility lists based on established job specifications.
- D. Provides direction to department managers, supervisors, and employees regarding recruitment, selection, and classification and compensation issues.
- E. Conducts employment reference checks, and pre-employment or other screenings as required.
- F. Works with hiring authority to create interview questions, and educates supervisors and managers on interviewing skills.
- G. Prepares and updates job descriptions.
- H. Communicates job offer to selected candidate within the boundaries of the compensation plan and hiring policies and procedures; prepares offer letter and all of the paperwork for the employees first day.
- I. Tracks and analyzes recruitment and applicant data.
- J. Processes new hire and termination paperwork.
- K. Performs administrative functions on behalf of the Town's self-insured medical and prescription plan and complies with the Town's HIPAA Privacy Policies and Procedures, especially as it pertains to use and disclosure of Protected Health Information.
- L. Coordinates background investigations and pre-employment drug testing when required. May coordinate post-employment testing with affected departments, for example transit drivers.
- M. Gathers statistical data and creates reports as requested. Assists in analyzing and evaluating recruitment and retention trends.
- N. Responds to staff questions or concerns regarding Personnel Policies and Procedures.

- O. Manages and tracks performance evaluation process.
- P. Manages security badge program, taking pictures and programming badges.
- Q. Manages the tuition reimbursement and certification program by processing requests, verifying for accuracy and eligibility, and working with finance for payment.
- R. Maintains and updates electronic employee database and records as well as updating confidential employee personnel files.
- S. Assists in the preparation of the annual fiscal budget for the department.
- T. Completes surveys, questionnaires, and statistical reports for other agencies.
- U. Responds to verification of employment requests.
- V. Manages E-Verify System for the I-9 reporting.
- W. Researches, develops and implements special projects and prepares routine and specialized reports for the department.
- X. Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, state and Federal statutes, ordinances, codes, rules and regulations governing human resources.
- Knowledge of human resources practices to include exposure to HRIS reporting, and benefit administration.
- Skill in using personal computer hardware and software, databases, and report writing.
- Ability to work within deadlines to complete projects and assignments.
- Ability to maintain high level of confidentiality in a proper and professional manner.
- Ability to work with minimal supervision.
- Demonstrated ability to maintain a high degree of organization, coordination, and communication with attention to detail and accuracy.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships and providing excellent customer service.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Human Resources Management, Business Administration or related field.
- Three (3) years' experience in human resources, benefits, classification, compensation and/or recruitment; **OR** an equivalent combination of education and experience.

**PREFERRED QUALIFICATION:**

- Current certification as a PHR, SPHR, SHRM-CP, or SHRM-SCP.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.