



Buncombe County Health and Human Services

Partnering with our community to strengthen our health, safety and self-sufficiency.

POSITION DESCRIPTION FORM

DIVISION:

HHS Administration

SECTION/UNIT:

Human Resources

FLSA STATUS:

Exempt

Classification Title of Position:

Personnel Analyst II

Working Title of Position:

Personnel Analyst II

Name of Immediate Supervisor:

Supervisor's Position Title:

HR Manager

Name of Employee:

Employee Certification:

I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Date: _____

Supervisor Certification:

I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Date: _____

Program Administrator, Department Head or Division Manager Certification:

I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Date: _____

I. Purpose of the position: The primary purpose of this position is to function as the Personnel Analyst for Buncombe County Health and Human Services in the daily administration of the personnel program including all aspects of workforce management.

II. Essential Functions of the position:

- Direct the activities of the HHS Human Resources Department, including activities related to recruitment and selection, compensation and classification, employee training and development, performance management, training and development, and employee relations.
- Administer, monitor, and evaluate the development and operation of a human resources management program and ensuring compliance with state and federal laws and regulations.
- Ensure compliance with all personnel policies and procedures including those covered by local, state and federal law through training and communication on all personnel policies.
- Personnel Management: Hire, develop, evaluate performance, provide feedback and disciplinary action as needed; develop and maintain a positive team work environment; provide effective, clear and timely communication.

III. Duties, Responsibilities, and Other Functions:

Direct Personnel Management:

- Assess staffing needs, screen applicants, conduct interviews and select the best-qualified candidate to fill vacancy.
- Provide and coordinate appropriate training and orientation for new and existing employees, supply information, technology and reference materials necessary to perform specific jobs functions.
- Assign duties to employees, relative to classification and specific to job description, communicate the expectations for successful performance of those duties and ensure staff understands how performance will be measured.
- Ensure a safe and supportive work environment for all employees.
- Ensure an efficient and effective workflow, implement changes in routine work practices and procedures as needed to modify unit functioning according to client needs and employee capabilities.
- Provide ongoing feedback to employees and address performance problems in a timely manner through progressive corrective actions.
- Assist employees with addressing and resolving a variety of concerns and complaints related to job duties and job descriptions, performance standards, relations with coworkers, relations with supervisors and managers.

Program Management:

- Manage all ADA/AA and FMLA matters coordinating closely with senior leadership, managers, staff and County Personnel.
- Manage all disciplinary matters within HHS; consult with legal and Senior Leadership Team as needed.
- Manage the Performance Management system for new employees and for employees of the Health Department.
- Manage in consultation with County Personnel and County Attorney all aspects of workforce management related to FLSA and any federal or state regulations around workforce conditions.
- Oversee all HRIS data - collected, analyzed and reported.
- Oversee the continual process of ensuring up to date job descriptions, ADA/AA checklists, classifications, etc.
- Review new job descriptions for accuracy and applicability to position being requested.
- Manage and conduct all unemployment hearings with TALX or the county attorney.
- Interpret personnel policies and procedures and provide communication/training to HHS staff as needed.
- Oversee the hiring process for all HHS positions: including justification for the position from a fiscal and performance analysis, proper and innovative advertisement of positions and oversight of the integrity of the new hire process; assure selection process is followed precisely and is a fair, consistent and nondiscriminatory practice including accurate assessment of qualifications; oversee hiring mechanics such as reference checks, drug screens and criminal history background checks.
- Manage and conduct on-boarding process for all new employees in HHS.
- Develop, implement, and oversee annual mandatory training for all staff and ensure record of completion; manage and conduct staff trainings related to personnel management.
- Interface with OSHA to submit the annual salary plan and other required documentation.

- Interface with County Personnel to ensure positions are accurately classified according to exempt and nonexempt status and work to ensure employee compliance through policy and notification.
- Oversee the day-to-day processing of information concerning personnel actions and ensure records are maintained properly.
- Oversee the maintenance of HR policies and procedures, personnel data and records.
- Initiate and complete specialized work to improve the quality of the working environment, and initiate services to improve the hiring and retention of employees.
- Determine appropriate classifications by evaluating positions and duties.
- Work with employees and supervisors to resolve employee relations or legal issues.
- Analyze human resources problems and provide consultation and solutions to staff.
- Oversee the maintenance of human resources automated systems and records, the analysis of human resources reports and reporting procedures, including vacancy/turnover reports, organizational charts, temporary positions, etc.
- Serve as a subject matter expert on a major area of human resources management; interpret and provide advice and assistance on state and federal human resources-related laws and regulations.
- Prepare or oversee the preparation and maintenance of various human resources correspondence and reports.

Team and Network Relationships:

- Effectively manage relationships within the agency so that your team of employees can successfully work with other departments across Buncombe County to achieve common objectives.
- Effectively manage relationships within the community to assure that concerns of Buncombe County citizens are being addressed and employees are carrying forth the mission to protect the health and safety of Buncombe County residents.
- Effectively communicate agency's mission, vision, strategic plan and objectives by dissemination of internal messaging.

Note: The above statements are intended to describe the general nature and level of the work being performed by an employee assigned to this work. This is not an exhaustive list of all duties and responsibilities. Buncombe County reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

IV. Typical Work Schedule:

- M – F during business hours (8:00am – 5:00pm)
- Nature of work requires attendance during business hours
- Regular, predictable attendance is essential

V. Supervision Received:

- Level 3: receives direction regarding general objectives of assigned work, operates within division and agency policy using independent judgement in achieving assigned objectives; independently determines best methods and sequence to achieve assigned tasks.

Supervisory Responsibility:

- Level 2: Supervise the selection, training, development, appraisal, and work assignment of employees who provide direct services or equivalent level work.

VI. Consequence of Error:

- Errors in work could result in violation of federal employment laws and local and agency personnel policies; employees being hired who do not qualify for the position; erroneous information being placed in personnel files, fines and lawsuits.

VII. Knowledge, Skills, Abilities, and Other Abilities:

- Knowledge of personnel policies and procedures of the program or function area of assignment, federal and state labor and HR law.
- Knowledge of HR policies, procedures, best practices and their theoretical frameworks.
- Ability to apply and interpret a variety of interrelated policies, procedures and programs
- Ability to recommend policy exceptions in programs of assigned area.
- Knowledge of new HR theories, trends, laws or precedents.

- Ability to recommend and implement improvements or necessary changes to policies, procedures and/or program(s).
- Ability to use judgment, and finesse to interpret, analyze, and apply selected policies and regulations in complex and sensitive situation in the oversight of workforce management.
- Ability to coordinate and supervise the work of others; to plan and prioritize work; to think analytically; to exercise judgment and discretion in the application, interpretation, and development of personnel policies and procedures and to ensure compliance with workforce management.
- Ability to advise and collaborate with clients to resolve difficult issues in assigned HR area(s).
- Ability to identify workforce trends.
- Ability to recognize the impact of policies, procedures, and laws.
- Ability to apply knowledge and understanding of client's organizational culture, issues and work relationships to address HR situations.
- Ability to share knowledge and critical thinking process.
- Ability to promote the use of best practices to achieve mutually agreeable outcomes in the resolution of HR issues.
- Ability to determine and document a course of action to address complex, ambiguous or unique operational and/or programmatic issues in assigned HR area(s).

Organization Conformance Standards for all positions:

- Communicate clearly and effectively both orally and in writing.
- Maintain knowledge of the agency organizational rules, policies, procedures, services and mission.
- Plan, prioritize, and organize work effectively to produce quality work with measurable results and within identified deadlines.
- Interact with other employees, customers and partners with professionalism and cultural competency.
- Work effectively and efficiently as a team contributor including interacting, communicating and coordinating work efforts with other employees and organizations to accomplish a common task.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances and demonstrate the ability to adapt to changing priorities, deadlines and directions.
- Conduct business in an ethical manner at all times while maintaining a high level of professionalism and confidentiality.
- Safely and successfully perform the essential job functions consistent with ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with ADA, FMLA and other federal state and local standards.

Minimum Education, Training and/or Experience: Graduation from a four year college or university and two years and six months of experience in personnel administration in a technical or administrative capacity involving the development of proposed policies and procedures, and the application and interpretation of policies and procedures in at least one of the program areas assigned to the position; or an equivalent combination of training and experience.

Additional Training and Experience: Advanced training in the field of HR. Two years of experience in a local government personnel office is desired. SPHR certification preferred.

License or Certification Required by Statute or Regulation: NA

Special Skills: NA

ADA CHECKLIST FORM

JOB TITLE:	Personnel Analyst II	Current Form date:
BCHHS PROGRAM:	HHS Admin/Human Resources	6/26/2015

ESSENTIAL JOB FUNCTIONS (EJF) are those duties and responsibilities that an individual must perform with or without the assistance of reasonable accommodations. This checklist is completed to document the physical and mental effort required in performing essential duties of the position. **Please briefly identify up to five primary essential job functions relative to the position.**

EFJ 1	Direct the activities of the HHS Human Resources Department, including activities related to recruitment and selection, compensation and classification, employee training and development, performance management, training and development, and employee relations.
EFJ 2	Administer, monitor, and evaluate the development and operation of a human resources management program and ensuring compliance with state and federal laws and regulations.
EFJ 3	Ensure compliance with all personnel policies and procedures including those covered by local, state and federal law through training and communication on all personnel policies.
EFJ 4	Personnel Management: Hire, develop, evaluate performance, provide feedback and disciplinary action as needed; develop and maintain a positive team work environment; provide effective, clear and timely communication.
EFJ 5	

MENTAL CAPABILITY REQUIREMENTS

Comprehension:	<input type="checkbox"/> Understand and apply routine verbal and/or written instructions. <input type="checkbox"/> Understand and apply non-routine verbal and/or written instructions. <input checked="" type="checkbox"/> Understand complex problems and collaborate to explore alternative solutions.
Organization:	<input type="checkbox"/> Organize actions to complete sequential and/or routine tasks. <input type="checkbox"/> Organize/prioritize individual work schedules to manage multiple task/projects. <input checked="" type="checkbox"/> Organize/prioritize others' work schedules to manage multiple task/projects.
Decision Making:	<input type="checkbox"/> Make decisions that impact this individual's work. <input type="checkbox"/> Make decisions that impact the immediate work-unit's operations/services. <input checked="" type="checkbox"/> Make decisions having significant impact on department's credibility/operations/services.
Communication:	<input type="checkbox"/> Communicate and exchange routine information. <input type="checkbox"/> Communicate responses relative to a variety of information. <input checked="" type="checkbox"/> Communicate in order to explain, interpret or negotiate.

Essential Job Function Mental Tasks as a Percentage of Employee's Time

Check ALL mental tasks that apply to the essential functions of this job, and then select the closest percentage of time that the employee is performing this type of task.

	Rarely 0 - 30%	Routinely 31 - 70%	Constantly 71 - 100%
Continued learning & retention	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interacting in team dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Preparing, analyzing data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using interfaced communication devices (phone, computer, TTY)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Memorizing, concentrating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Making group presentations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self-regulating emotions, behaviors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Composing letters, reports, memos to convey a variety of information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT AND TASKS

Work Setting: Majority of time is spent INSIDE or OUTSIDE? (choose one)

Work Equipment Use: Check ALL equipment that this job requires employee to use regularly.	<input checked="" type="checkbox"/> Computers/Monitors	Potential Exposures: Check ALL conditions to which this job may expose and employee.	<input type="checkbox"/> Infectious bacteria/viruses
	<input type="checkbox"/> Driving vehicle (specify below)		<input type="checkbox"/> Blood-borne pathogens
	<input type="checkbox"/> Driving light equipment (specify below)		<input type="checkbox"/> Allergens
	<input type="checkbox"/> Driving heavy equipment (specify below)		<input type="checkbox"/> Aggressive Animals
	<input type="checkbox"/> Firearms, controlled equipment		<input type="checkbox"/> Rodent/insect infestations
	<input type="checkbox"/> Ladder/step stool		<input type="checkbox"/> Fumes/airborne particles
	<input type="checkbox"/> NONE of the above		<input type="checkbox"/> Chemicals/hazardous waste
<input checked="" type="checkbox"/> OTHER (describe below)	<input type="checkbox"/> Acidic/harsh substances		

Physical Work Environment: Check ALL work environment conditions to which this job may expose the employee.	<input type="checkbox"/> Confined spaces	<input type="checkbox"/> Gases/gas leaks
	<input type="checkbox"/> Damp interior conditions	<input type="checkbox"/> Electrical hazards
	<input type="checkbox"/> High or precarious places	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Moving mechanical parts	<input type="checkbox"/> Extreme temperatures
	<input type="checkbox"/> Vibrations	<input type="checkbox"/> Extreme noise levels
	<input checked="" type="checkbox"/> NONE of the above	<input type="checkbox"/> Extreme darkness
	<input type="checkbox"/> OTHER (describe below)	<input type="checkbox"/> Extreme brightness
	<input checked="" type="checkbox"/> NONE of the above	
	<input type="checkbox"/> OTHER (describe below)	

OTHER or Details On equipment or work environment	Describe here any "OTHER" exposures, work environment conditions, equipment used.
	General office equipment including copier, scanner, fax, multi-line/smart phone, basic AV equipment.

PHYSICAL EFFORT REQUIREMENT

Check all physical requirements that apply to the essential functions of this job and then select the closest percentage range of time that the employee spends doing that activity.

	Rarely 0 - 30%	Routinely 31 - 70%	Constantly 71 - 100%		Rarely 0 - 30%	Routinely 31 - 70%	Constantly 71 - 100%
Mobility Requirements				Hand Movement Requirements			
<input type="checkbox"/> Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Finger Dexterity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Grasping, holding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Repetitive motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Immobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision Requirements			
<input type="checkbox"/> Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Color distinction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Eye-hand coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Visual inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Visual perception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting requirements			
<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lifts 1-15 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lifts 16-30 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Sensory requirements				<input type="checkbox"/> Lifts 31-60 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Lifts 61-90 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Smelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lifts 90+ lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Physical Exertion Requirements			
				<input type="checkbox"/> Cardiovascular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> Large Muscle, motor control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor Signature: _____ **Date:** _____
Employee Signature: _____ **Date:** _____