

Job Description

Position Title: Human Resources Analyst 1

Job Family: Human Resources

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 04

Position Summary:

The Human Resources Analyst 1 performs advanced professional duties as the primary technical point of contact for all HR functional areas. The Human Resources Analyst 1 is responsible for ensuring data integrity, conducting system change testing, generating reports, and analyzing data workflows. The Human Resources Analyst 1 acts as a strategic business partner, advising managers and supervisors on state and federal regulations, College policies, and best practices in human resources. The Human Resources Analyst 1 also serves as a key liaison between the Employee Service Center and other departments, facilitating effective communication and collaboration across the organization.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates, reviews, and processes employee data changes within the Human Resources function to ensure accuracy and compliance.
2. Recommends and implements process enhancements, customer service improvements, and policy modifications, monitors and reports on system performance and user issues.
3. Provides project management support for various Employee Service Center (ESC) initiatives, ensuring timely and effective execution.
4. Researches and resolves HRIS-related issues, including data discrepancies and process inefficiencies; proposes and implements appropriate solutions.
5. Prepares reports from the HRIS in response to data requests from Human Resources and other departments.
6. Conducts research, analyzes data, and develops comprehensive reports to support informed decision-making.
7. Provides accurate information and interpretation of Human Resources policies and procedures to College employees.
8. Participates in cross-functional training to support operational flexibility and collaboration within the Human Resources department.
9. Maintains and updates automated and manual systems to ensure efficient and accurate HR operations.
10. Ensures investigatory methods, procedures, and practices align with current laws, regulations, and industry standards.

11. Communicates HR standards, policies, guidelines, and procedures clearly to internal stakeholders.
12. Stays informed of best practices and legal updates related to College policies, employment regulations, and human resources trends.
13. Delivers exceptional customer service by responding promptly and professionally to inquiries and requests.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of human resources principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in public speaking
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

Not responsible for supervising the work of others.

Independence of Action:

Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree Human Resources, Psychology, or a closely related field of study required.
- One (1) year of related experience in Human Resources required.
- One (1) to Three (3) years of related experience in Human Resources preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight, including computer equipment; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License.