

HUMAN RESOURCES ANALYST

Function of Job:

Under general supervision of responsible official, manage financial and administrative aspects of assigned program(s) and provide professional support and follow-up in all phases of department's contracts, plan documents/ agreements, and compliance with applicable federal/state laws and regulations.

Characteristic Duties and Responsibilities:

1. Manage assigned benefit/human resources program, including time-sensitive reconciliation/edit processes, applicable application and reimbursement processes, and data and communication requirements associated with program.
2. Ensure compliance as it relates to relevant Federal and state laws and regulations, such as the Pension Protection Act of 2006, applicable sections of the Internal Revenue Code such as Section 125 Cafeteria Plans, Section 117 and 127 Educational Assistance Plans, etc.
3. Develop, implement, and maintain procedures for streamlining compliance issues and recordkeeping requirements.
4. Develop and maintain effective documentation outlining departmental procedures and updates for areas of responsibility.
5. Prepare special reports, summaries, and/or replies to inquiries, including researching and selecting relevant information from a variety of sources, such as reports, computerized databases, etc.
6. Manage the collection, verification, and follow-up on required documentation, such as those related to agreements, policy, and contracts, including contract renewals.
7. Ensure that documents associated with agreements are complete and brought to closure.
8. Coordinate and/or conduct individual and/or group presentations and training sessions on assigned program and/or other areas as requested.
9. Perform special projects as assigned.
10. Supervise staff as required.
11. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and three years of human resources, business and/or related experience.
2. Knowledge of administrative data processing and accounting methods.
3. Computer skills as required by department.
4. Interpersonal and organizational skills.
5. Skill at accuracy and attention to detail.

Additional Desirable Qualifications

1. Experience in a college/university work environment.
2. Advanced computer skills.
3. Experience with a Human Resources Information System.

11/09/07
System Approval

11/09/07
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.