

# Arkansas Department of Career Education

## Human Resources Analyst Job Vacancy Announcement

Recruitment Period: Monday, July 28, 2014, through Friday, August 8, 2014

Position Number: 22080353 Class Code: R025C Grade: C117

Grade C117 Entry Level Salary: \$32,249.00

The Arkansas Department of Career Education (ACE) is recruiting for a Human Resources Analyst position. The Human Resources Analyst will serve as the Payroll and Benefits Processing Manager. This position is located in the Human Resources Department, 525 West Capitol Avenue, Suite 206, Little Rock, Arkansas 72201

Please read the attached Human Resources Analyst Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

### Employment Application Procedure

Apply online through the Arkansas State Jobs website at [www.arstatejobs.com](http://www.arstatejobs.com). Upload your resume with your employment application. Each candidate is required to respond to the questions that are posted with the application. All questions are relevant to the position and require a response. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. **Applications and resumes must be posted on the Arkansas State jobs website by 11:59 p.m., Friday, August 8, 2014.**

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

## Arkansas Department of Career Education

### Human Resources Analyst Functional Job Description

Position Number: 22080353    Class Code: R025C    Grade: C117

#### Position Summary

The Human Resources Analyst is a results-focused professional who serves as the Payroll and Benefits Processing Manager. The Analyst will ensure weekly payroll and employee benefit requests are accurately completed in accord with AASIS and policy requirements, by specified deadlines. This position will maintain a working knowledge of federal, state, and agency policies, legislative or statutory provisions, personnel procedures, and established administrative guidelines to inform and instruct employees, the public, and for audit compliance purposes.

The Human Resources Analyst will conduct research, analyze and interpret the data collected, and generate reports. This position will assume the lead, or serve as a principal contributor on Special Projects as directed. This position will educate agency staff through presentations on human resources issues, and apply his/her knowledge to ensure personnel processes comply with established personnel policy provisions.

#### Education and Professional Work Experience

A minimum of a baccalaureate degree in Business Administration, Business Management, Public Administration, Human Resources\Personnel Management, Psychology, Paralegal Studies, or a closely related academic discipline or field from an accredited college or university.

A minimum of two years of human resources management experience, with at least one year of specialized experience in but, not limited to, one or more of the following: recruitment and staffing, which includes Arkansas State Jobs; State of Arkansas personnel policies and procedures; the Arkansas Administrative Statewide Information Systems (AASIS), or some professional experience with Systems, Applications and Products (SAP) software programs; EEOC Guidelines and Title VII provisions; the Fair Labor Standards Act (FLSA); the Family and Medical Leave Act (FMLA); and the Health Insurance Portability and Accountability Act (HIPAA).

Administrative support functions **will not** be accepted as a substitute for the required two years of professional experience in human resources management.

The Human Resources Analyst must be analytically astute, demonstrate initiative, exercise good judgment, and consistently apply critical thinking skills to competently achieve performance expectations. A high level of integrity is essential to be successful as a Human Resources Analyst. The Analyst must effectively communicate orally and in writing. Knowledge and the effective application of grammar, punctuation, and syntax rules are required. Proficient utilization of all Microsoft office software packages, especially Microsoft Word, Excel, and Powerpoint is required. Public presentation experience is desired. Effective management and organizational skills with attention to detail are essential.

## **Arkansas Department of Career Education**

### **Human Resources Analyst Functional Job Description**

**Position Number: 22080353    Class Code: R025C    Grade: C117**

#### **Job Duties and Responsibilities**

Accurately enter weekly payroll data and employee benefits to ensure compliance with specified deadlines, AASIS procedures, and policy requirements. Consistently self-audit transactions to ensure accuracy and to proactively correct errors.

Read, comprehend, analyze, interpret, and effectively apply federal, state, and agency policies, procedures, and administrative guidelines to facilitate processes, resolve problems, and for audit compliance purposes.

Maintain a working knowledge of current personnel issues or trends, new and updated legislation or statutes, and federal and state policies and procedures.

Periodically conduct research of federal, state, and other entities to monitor new and updated forms. Audit completed payroll and personnel tasks to ensure compliance with established federal, state, and agency requirements.

Collaborate with management staff and employees to inform and instruct them regarding new initiatives, issues, or to resolve problems.

Provide technical assistance and management support to the Human Resources Administrator, Personnel Manager, Assistant Personnel Managers, and Agency Supervisors.

May assume a lead role or act as a principal contributor on special projects as directed.

Collect and analyze data to compile reports as requested. Generate and complete reports by specified or negotiated deadlines.

Proficient application of EXCEL software to design\format spreadsheets and create accurate formulas. Competently utilize all Microsoft Office software applications.

Research and verify information to provide technical assistance to the public, agency staff, and other entities as directed. Provide management support as directed.

Identify and critique potential problems and recommend cost-effective, feasible solutions that are conducive to feasibly resolve issues and achieve desired outcomes.

Exercise responsible discretion to preserve the integrity of all confidential information.