

# City of Madison

## Job Description



**Title:** HR Analyst

**Department:** Human Resources

**FLSA Status:** Exempt

**Pay Grade:** 110

**New Position**

**Position Change**

**Effective Date** 2/10/2025

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

### **General Position Summary:**

This Senior Level position provides a range of Human Resources professional level activities which are both generalist in nature and analytical. The incumbent will be responsible for collecting, analyzing, and interpreting data to identify trends and patterns related to compensation & compliance, provide actionable recommendations, and audit the HR office to ensure compliance with federal, state, and local laws; as well as internal policies and procedures.

### **Essential Functions/Major Responsibilities:**

Will be assigned or reassigned to the following Specialist areas:

#### **Generalist Duties:**

- Manages the city's hiring processes for departments, including use of application software throughout the entire process. Includes job posting, recruitment, application verification, interviews, drug and physical screenings, and official offers of employment.
- Ensures compliance with I-9s, E-Verify and other legal requirements, auditing and filing all forms in compliance with current requirements.
- Performs employee exit and termination procedures for assigned departments only.
- Performs pay rate changes and other employee changes in HRIS and audits all work for accuracy.
- Tracks all employment action data for decision-making (job requisitions, exits, pay changes, etc.).
- Processes performance evaluations, EEO actions and data.
- Manage employee files and records, provide timely verification of employment, and validate approval of such requests.
- Works closely with the Director and Team, keeping Director informed of status of processes and issues.
- Completes various projects, reports and assignments from the Director

#### **HRIS/Auditing/Data Compliance**

- Manages and oversees HRIS and pay and deduction auditing and data compliance.
- Manages I-9 and eligibility to work processes (including E-Verify requirements).

- Audits HRIS employee and payroll related data entries, reports and systems.
- Works closely with IT Department and System technicians for HRIS systems set-up, changes, trouble-shooting and other problem resolutions.
- Audits pay deductions, pay rates and classifications and other employee entries for consistency and compliance, and reports any errors to Director and Coordinators Directs other coordinators on step increases.
- Document HR processes and programs to ensure consistency, accuracy, efficiency, and compliance.
- Manage and configures employee application and tracking software.
- Leads department in online HR processing systems.
- Develop various reporting from HRIS (including EEO Plan data, total compensation data, longevity and anniversary data, 1095s, etc.).
- Develop EEO Plans and EEO-4 Forms before due dates, following Justice Department and EEOC guidelines.
- Trains other Coordinators in use of the HRIS application software and in HRIS system procedure changes.

**Secondary Functions:**

- Manages performance evaluation process.
- Performs other related duties as required.

**Job Scope:**

- Requires ability to work with and minimize (whenever possible) various levels of conflict, working as a strong department team player.
- Requires strong judgment, discretion, and interpretation in application of policies and HR laws.
- Must maintain confidentiality of personal, private, and sensitive information obtained or observed.

**Supervisory Responsibility:**

None.

**Interpersonal Contacts:**

- Has contact with employees, department heads and managers, vendors and benefits providers, spouses and dependent children of employees, enforcement agencies (i.e., EEOC, Unemployment Officers, etc.) and members of the general public.
- The purpose of these contracts is to represent the City and department in exchanging information, resolving problems, providing services, or negotiating or settling matters.

**Knowledge, Skills, and Abilities:**

- Knowledge (and continuous self-learning of) of current principles, practices, methods and laws of personnel administration.
- Knowledge of HRIS and pay system knowledge and skills (preferably the City's current system) in accurately entering employee pay, deductions and personal data in the system under the correct classifications, job groups and pay rules.

- Knowledge, understanding and demonstrated application of federal laws pertaining to employment and personnel practices, including, but not limited to, FMLA, FLSA, EEO, on-boarding laws (including I-9 and E-Verify and other required agency filing), etc.
- Skilled at managing multiple deadline-oriented priorities.
- Skilled in compiling correspondence and detailed documentation and tracking various applicants and employee data, including an advanced level of competency with Excel, Word, email and electronic and hard file management and retrieval.
- Skilled in designing and maintaining repeatable, consistent and accurate processes, including documenting and standardizing key processes.
- Skilled in maintaining a high volume of employee and applicant records and tracking data in an organized, consistent and accurate manner that can be quickly retrieved by others in the department.
- Skilled in the auditing processes to ensure consistency and accuracy of HR records.
- Skilled in verbal and written communication for responding to employees and applicants, and for writing advertisements and various correspondence and procedures.
- Ability to work with minimal amount of supervision.
- Ability to audit applications of numerous class plans, pay administration, policies and benefit groups.
- Ability to establish and maintain effective professional working relationships and to work as a small productive team for team success and to support department goals.
- Ability to identify creative solutions after thorough analysis.
- Ability to keep up-to-date with changing Human Resources laws, requirements and modern processes.
- Ability to maintain confidential and/or sensitive information, to exercise the utmost discretion, and to support management direction for the Department.
- Ability to understand and follow complex oral and/or written instructions.

### **Education and/or Experience:**

- Bachelor's degree
- Minimum of four (4) years progressive full-time experience in related areas at the professional HR level (more experience is a plus).
- Or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to successfully perform the essential functions and job responsibilities of this position may be considered.
- Experience entering employee data into/from the HRIS system (current systems preferred) and running reports.

### **Additional Requirements:**

- PHR (Professional in Human Resources) certification a plus.
- Strong performance record and background required due to accessibility to private records, property, employees and public.
- Current driver's license and strong driving record desired and records may be routinely checked by the City.
- Ability to attain Notary Public desirable, may be required, based on office needs.

**Job Conditions:**

- Position may be assigned and/or reassigned processes or projects at any time.
- Position must seek out to help other employees with completion of tasks, whenever needs arise.
- Job may require occasional work beyond 8-10 hours in a workday, and work on weekends.
- Job entails frequent interruptions and, at times, high volume.
- Must be able to work on many projects/processes simultaneously at a high level of accuracy and consistency.
- Requires regular, dependable attendance.

**Physical Capabilities:**

- This position's physical requirements involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The work is typically performed while sitting at a desk and intermittently sitting, standing, walking or bending.
- The employee frequently lifts light objects and occasionally heavy objects.
- Employee must communicate verbally with employees, applicants and public.

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**Mayor Approval, Date**

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**Department Head Approval, Date**