



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** Human Resources Analyst  
**REPORTS TO:** Human Resources Manager

**STATUS:** Non-exempt / Non-union  
**RANGE:** 22

**POSITION SUMMARY:** Key responsibilities include recruitment, classification and compensation, HRIS data management and reporting, department budget and financial processes, SUBTitles employee newsletter publication and other employee communications, new employee orientation and employee recognition programs, Commercial Driver's License regulatory compliance, HR records management. Assists HR Manager, Benefits Coordinator and Safety Administrator with projects and performs other duties as assigned. Coordinates tasks performed primarily by the HR Administrative Assistant. Performs work independently with minimal supervision.

#### **MAJOR RESPONSIBILITIES**

##### *Essential Functions*

1. Supports and models behavior to promote the Mission and Core Values of SUB to other employees and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Coordinates telephone and reception support to the HR department.
5. Keeps current and knowledgeable to respond to questions about employee policies and practices as well as union contract provisions.
6. Maintains current knowledge on regulations, laws, and best practices as they relate to the full scope of job responsibilities.
7. Primary responsibility for coordination of recruitment activities for all open positions:
  - Creation of job postings in compliance with union contract and SUB policies
  - Response to employment inquiries from employees and the community
  - Communication with job applicants
  - Creation and placement of on-line, newspaper and/or journal ads
  - Coordination with IT to maintain SUB's website for current job postings
  - Monitors status of recruitments and keeps HR Manager and hiring manager informed
  - Creation of interview guides with input from HR Manager and hiring manager
  - Scheduling of interviews and coordinates interview materials

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- Monitoring that veteran's preference measures are followed on all recruitments
  - Reference checks
  - Submission and review of background checks
  - Scheduling of pre-employment drug screens and physicals
  - Processing of new employee documentation
  - On-boarding of new employees with HR staff and the new employee's department
8. Primary responsibility for all aspects of recruitment and selection for IBEW-represented positions.
  9. Writes and updates employee policies, general announcements, job procedures and other documentation as assigned.
  10. Coordinates, schedules and leads New Employee Orientation program and tours.
  11. Coordinates Personnel Action Form (PAF) process, including notifying managers when PAFs are due for step increases, preparing PAFs, coordinating the approval process and updating the HRIS system. Ensures HRIS data is current.
  12. Schedules medical exams for renewal of Commercial Drivers Licenses (CDLs) and DOT random drug and alcohol screenings.
  13. Orders and monitors quarterly DMV reports, and FMCSA Clearinghouse reports as required. Notifies HR Manager of employee concerns.
  14. Assists HR Manager to keep job descriptions and pay equity profiles updated and on file.
  15. Maintains current knowledge of regulations and laws as they pertain to employee leaves of absence. Monitors *Application for Leave of Absence* requests according to OFLA, FMLA, and Oregon Sick Leave regulations and SUB policies, and ensures timely notice of rights and responsibilities are sent to employees. Monitors employee eligibility, certification, and usage of OFLA/FMLA/Oregon Sick Leave as appropriate to the employee's situation. Notifies HR Manager of non-routine leave of absence situations.
  16. Works with employees who have on-the-job injuries to initiate their Workers Compensation claim, and submits claim information to the Workers Compensation carrier. Keeps HR Manager notified of the status of claims. Supports Safety Administrator with coordinating modified duty assignments. Submits claims for Employed at Injury Program (EAIP) reimbursement.
  17. Coordinates with IT and other HR staff to maintain HR and Safety IntraSUB web pages for: Who's Who, SUBTitles, job postings, job descriptions, pay scales, Safety Manual, other HR publications and special events.
  18. Coordinates maintenance of the *Request for Outside Training* and *OSHA Training* databases.

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19. Processes unemployment insurance claims. Monitors usage and charges. Keeps HR manager informed of status of claims, requests for appeals and hearings.
20. Coordinates and serves as editor of the SUBTitles employee newsletter with the Editorial Review Board members and graphics designer. Ensures issues meet quality standards and are distributed according to schedule.
21. Facilitates and coordinates the Special Events Committee in the planning, implementation and evaluation of special events, including the four key employee celebration activities.
22. Coordinates HR accounts payable processes. Monitors budget reports monthly.
23. Provides input on annual budget development for Human Resources. Assists in entering proposed budget into the budget database.
24. Prepares personnel costs projections to divisions for budget planning.
25. Coordinates personnel and safety record management activities, including: document processing; maintaining complete and current personnel and safety files; and retention and archiving of files on an annual basis.
26. Coordinates and leads SUB's participation in the Work-to-School Symposia with the Springfield Chamber of Commerce.
27. Assists and/or provides back-up for HR Manager, Benefits Coordinator and Safety Administrator with projects as assigned.

#### ***Marginal Functions***

28. Provides data for projects and union negotiation preparations, as needed.
29. Acts as Designated Contact Person under HIPAA compliance regulations.
30. Provides benefit assistance to employees as backup to the Benefits Coordinator.

*Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.*

#### ***Attributes***

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct

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- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

### **OTHERS SUPERVISED**

- None

### **MINIMUM QUALIFICATIONS**

#### ***Experience***

- Minimum of four years' experience in a human resources or risk management department, or primarily performing tasks related to human resources or risk management, required. A Bachelor's degree with coursework specifically related to Human Resources may substitute for up to two years of experience
- Experience working with a wide variety of employees from numerous divisions and departments at all levels of the organization
- Experience working in human resources for a public agency is highly preferred

#### ***Knowledge, Skills & Abilities***

- Knowledge and intermediate proficiency of MS Office, primarily in Word and Excel
- Exceptional oral and written communication
- Ability to write policies and communication materials for distribution to employees
- Ability to establish and maintain positive relationships with employees at all levels of the organization
- Ability to research and analyze data and processes
- Professional telephone etiquette
- Accurate data entry and data reporting
- Ability to maintain a high level of confidentiality
- Exceptional interpersonal and customer service skills in working with internal and external customers, including when customers are upset
- Excellent organizational skills to prioritize short-term and long-term tasks and meet deadlines
- Ability to complete work with a high degree of accuracy and orientation to detail
- Extensive knowledge of SUB's Employee Policies
- Knowledge of SUB's Labor Agreement with IBEW

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- Knowledge of state and federal laws related to leaves of absence, equal opportunity employment, pay equity, veterans' preference in hiring, workers compensation, commercial driver's license requirements, discrimination and retaliation, and wage and hour provisions.
- Ability to effectively lead effective committees and teams while supporting an inclusive team culture.
- Good problem solving and decision making skills
- Excellent records management both electronically and manually
- Ability to work independently with minimal supervision

### *Education*

- Minimum Bachelor's degree in a related field; or two years of related college-level course work and PHR or SHRM-CP certification
- Recent Human Resources related seminars and/or course work
- PHR or SHRM-CP certification preferred

### **PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS & CONCENTRATION:** Able to concentrate on a task over an extended period of time without being distracted.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers, managers and the public. Ability to think and react quickly, calmly and professionally in a stressful situation.
- **COMMUNICATION:** Ability to discern and understand information and ideas presented by others in person, by phone, and in writing. Ability to communicate accurate, concise and clear information with others in person, by phone and in writing.
- **WORKER MOBILITY:** This position is mostly sedentary; however, must be able to: navigate and move around the office environment on carpeted and hard surfaces; access files, open cabinets and bend or stand as necessary to file or access files; move from one work site to another as needed for meetings.
- **LIFTING/CARRYING:** Occasionally moves boxes or supplies up to 20 pounds.
- **PUSHING/PULLING:** Pushing and pulling filing drawer cabinets.
- **REACHING/HANDLING:** Constantly operates a computer and other office equipment, such as calculator, copier, printer, calculator, telephone.

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- **ENVIRONMENTAL FACTORS:** Office environment. Limited exposure to outdoor environment.
- **PRODUCTS AND MATERIALS:** Toner for copier and printers and office cleaning supplies.

Revised: September 16, 2020