

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	May 19, 2022	<b>Posting Ends</b>	July 13, 2022
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<b>Position Title</b>	<b>HUMAN RESOURCES ANALYST (EMPLOYEE RELATIONS)</b>
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<b>Department</b>	Human Resources	<b>Division</b>	
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X	New Position	X	Full-time	40+	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	701 N. 7 <sup>th</sup> St., Rm. 646
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**BRIEF JOB DESCRIPTION:** This position is responsible for professional level Human Resources administration activities in the area of workplace investigations and ensuring compliance with applicable federal, state and local employment laws. Responsibilities will include conducting workplace investigations regarding Title VII and other workplace matters. Develop programs and policies to foster a cohesive, compliant and safe work environment for all employees. Will serve as a generalist and assist with other areas of HR specialty such as training, recruitment and other areas as needed, compiles statistics and conduct analysis trends of various employee workplace matters in an effort to make recommendations for training and development as needed; take a proactive approach in effectively dealing with and preventing potential workplace complaints and discrimination, via training, program development and policy development. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Human Resources, Business or a related field and three years of Human Resources experience in a related discipline or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Ability to multi-task and maintain confidentiality. Knowledge of computer-based applications (Microsoft Office products). Ability to interpret and explain policies & procedures. Knowledge of Federal, State and local labor laws. Excellent customer service skills and the ability to communicate effectively orally and in writing or, Professional certification through HRCI and/or SHRM a plus.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$4,411.34 - \$5,900.27	<b>PI #</b>	0283	<b>Class. Code</b>	0510
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**EXT 06/29/2022**

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT  
ELIGIBILITY  
EOE**