

# NOTICE OF JOB OPENING

--

<b>Posting Begins</b>	May 19, 2022	<b>Posting Ends</b>	December 14, 2022
-----------------------	--------------	---------------------	-------------------

<b>Position Title</b>	<b>HUMAN RESOURCES ANALYST (COMPENSATION &amp; BENEFITS)</b>
-----------------------	--

<b>Department</b>	Human Resources	<b>Division</b>	
-------------------	-----------------	-----------------	--

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
-----------------------------	-------------------------------------

**BRIEF JOB DESCRIPTION:** This position is responsible for Compensation Administration activities for Unified Government wide compensation programs. Duties include conducting annual and ad hoc market analysis for non-union and 13 bargaining units compensation plans; conduct job analysis and market prices for new positions within various Unified Government departments; conducts desk audits (classification reviews) to determine proper classifications and salary adjustments for existing staff; monitors and tracks various compensation internal equity issues and makes recommendations for adjustments to HR leadership; responsible for the analysis, design and administration of all UG compensation programs; develop and design compensation strategies; develops and designs performance management system(s) and performance review plan/system: assists with writing, maintaining and updating job descriptions; partner with various departments regarding realignments and reorganization and ensures projects are within classification/compensation strategy and methodology; Act as compensation administrator in Workday enterprise system via development of process design, setup and maintenance and processing compensation changes as necessary; work with Workday consultants to design and configure compensation process in system; assists with benefits administration activities as needed to include conducting new hire orientation on a rotation basis, assisting employees with benefits questions, processing benefits changes and performing other general HR administration activities as needed or 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). Proficient in Microsoft Excel and performance of data, analytics; 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. Familiarity with Workday HCM or other similar HRIS systems a plus.

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

<b>Salary Range</b>	\$4,411.34 - \$5,900.27/mo.	<b>PI #</b>	0268	<b>Class. Code</b>	0510
---------------------	-----------------------------	-------------	------	--------------------	------

**EXT 11/17/2022**

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**