



Human Resources Analyst

The Human Resources Analyst assumes primary responsibility for assigned Human Resources functions, including HR information system administration, compensation, employment, and legal compliance.

For consideration, please apply online at www.TheBabyFold.org.

ESSENTIAL FUNCTIONS:

1. **Human Resources Information System (HRIS):**
 - a. Serve as lead resource for HRIS. Lead day-to-day HRIS activities to support the HR, payroll and other related functions. Foster and maintain positive relationships with HRIS constituents, including Leadership Team, supervisors, administrative users, and employees.
 - b. Write, maintain and support a variety of reports or queries using appropriate reporting tools. Assist in development of standard reports for ongoing needs. Help maintain data integrity in systems by running queries and analyzing data.
 - c. Solicit feedback and identify overall needs of HRIS end users. Prepare and distribute timely and appropriate HRIS communications.
 - d. Develop and/or provide users with existing procedures, guidelines and documentation. Train new supervisors in electronic recruiting system functionality.
2. **Compensation Administration:** Assists in the development and administration of agency compensation systems, ensuring legal compliance. Makes salary recommendations for new hires, promotions and job changes. Participates in relevant salary and/or benefits surveys, analyzes results of these surveys, and develops recommendations for changes.
3. **Employment:**
 - a. Oversees the recruitment and selection processes and communication with candidates.
 - b. Coordinates with hiring supervisors to develop and implement effective recruitment strategies. Acts as an ongoing resource to hiring supervisors throughout the employment process.
 - c. Ensures that current and accurate job descriptions are available for all positions. Conducts position evaluations utilizing Hay job evaluation system, analyzes compensation and provides pay recommendations.
 - d. Acts as an ongoing resource to hiring supervisors throughout the recruitment and selection processes. Works one-on-one with supervisors as openings become available to strategize the plan for individual positions, including training supervisors on the online application process and determining posting details, application questions, potential recruitment sources, and assistance desired from Human Resources throughout the process.
 - e. Oversees recruiting activities, including posting and advertising positions, attending recruiting events, responding to inquiries, and maintaining the employment section of The Baby Fold's website.

- f. Oversees the application process and communication with candidates, including reviewing and screening applications as directed by hiring supervisors, and notifying applicants of hiring decisions in a timely fashion.
 - g. Makes job and internship offers. Ensures new employees, interns, and volunteers complete pre-placement paperwork and necessary background checks.
 - h. Works with employment agencies to fill staffing needs as appropriate.
 - i. Verifies employment for current and past employees.
4. **Human Resources Support:** Maintains personnel files, spreadsheets, and databases related to employment, internship, and volunteer records. Audits records and files as appropriate. Ensures materials are up to date, including changes and updates to agency forms, new employee orientation packets, presentations, and the employee handbook. Ensures current forms are available to employees and supervisors on the intranet. Sends surveys and tracks and maintains survey data for initial employees, interns, employee transfers, and exiting employees.
5. **Legal Compliance and Recordkeeping:**
- a. Assists in developing personnel policies and procedures that will support fulfillment of The Baby Fold's mission. Recommends new and/or changes to existing personnel policies and procedures.
 - b. Ensures that The Baby Fold's human resources functions fully comply with all relevant laws, contractual regulations, licensing standards, and accreditation standards.
 - c. Interprets agency policy and labor laws regarding disciplinary action.
 - d. Consults with employment attorney as needed.
 - e. Ensures the agency's labor law posters and notifications to employees comply with all applicable laws.
 - f. Ensures that personnel records comply with all relevant labor laws.
 - g. Oversees the creation and maintenance of all required employment records, including individual personnel files and all required EEO and Affirmative Action data.
 - h. Analyzes various employment data as assigned, including applications, hires, performance ratings, merit increases, promotions, terminations, initial employment surveys, exit interviews, and staff injuries.
 - i. Prepares compliance reports (DCFS monthly report, EEO-1, VETS-100) and identifies trends and implications for practice.
6. **Professional Leadership:**
- a. Models the agency's core values of respect, integrity, teamwork, excellence, stewardship and diversity in all activities and interactions.
 - b. Exercises professional leadership by keeping abreast of current trends and developments in field of responsibility.
 - c. Assists the VP of HR in the development of department goals and strategic planning objectives for the department.
 - d. Provides training, tools, techniques, and guidance to supervisors and as needed to assist with human resources issues, such as the employment process, employee relations, coaching, and performance management.
 - e. Represents The Baby Fold in business contacts with professionals and the public outside the agency.
7. **Fiscal Management:** Assists in the creation of the Human Resources budget. Conducts all activities in accord with the budget.

8. **Quality Improvement:** Contributes to quality improvement through active participation in Quality Improvement activities.

SECONDARY FUNCTIONS:

1. **Health, Safety, and Wellness**

- a. Takes proactive measures to ensure that health and safety of all employees.
- b. Promotes employee health and wellness through communication, activities, involvement with Employee Activities Committee, and coordination with nursing staff.
- c. Coordinates annual health and wellness fair for employees.
- d. Files and provides follow up for workers' compensation claims.
- e. Provides assistance, notifications, and recordkeeping for employees taking FMLA and other leaves of absences.
- f. Maintains communication with employees and supervisors regarding work restrictions, time off work, ongoing medical treatment and benefits during leaves.
- g. Maintains OSHA logs and provides reports as appropriate.
- h. Coordinates semi-annual staff injury review meetings with program directors.
- i. Participates as a member of the agency's Health and Safety Committee.

2. **Benefits Administration:** Meets with brokers and provides input regarding benefit plan options. Administers employee benefits programs such as health, dental, vision, disability, and life insurance, as well as the 403b retirement plan. Provides one-on-one consultation, explanation, and/or clarification of benefits for employees. Provides training to newly eligible employees on available benefits. Maintains plans and enrollments in HRIS.

3. **Employee Relations:**

- a. Consults with and advises supervisors regarding employee relations issues and performance management. Ensures that supervisors have the tools needed to effectively implement manage employee performance.
- b. Promotes a positive work environment in all interactions with employees as well as through project and committee work.
- c. Assists in providing new employees with an initial orientation to The Baby Fold.
- d. Participates as an active member of the Employee Activities Committee.
- e. Conducts exit interviews, as appropriate.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in human resources management or related field.
2. Three to five years of relevant human resources experience required. Previous HRIS experience preferred; experience with UltiPro strongly preferred. Compensation experience preferred.
3. Professional human resources certification preferred.
4. Willing and able to maintain high standards of confidentiality.
5. Excellent written, verbal, and interpersonal communication skills.
6. Ability to organize efficiently, establish priorities, and attend to details.

7. Demonstrated skills in Microsoft Office applications, database management, and the maintenance of records and statistics.
8. Ability to work cooperatively as a team member with other agency staff.
9. Must pass drug screen and necessary background checks.
10. Demonstrated competence in serving a culturally diverse population. Demonstrated ability to work collaboratively with a diverse workforce.
11. Ability and willingness to travel for job responsibilities, including a valid driver's license and use of a personal vehicle with adequate insurance.
12. Mission-oriented and willing to apply The Baby Fold's standards and beliefs to the performance of job duties.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to read, write, talk, hear, and communicate effectively with staff, clients, and others in person, by telephone, and in writing. The employee is frequently required to sit. The employee is regularly required to stand, walk, use hands to type, write, or handle objects, and reach with hands and arms; lift and/or carry up to 25 pounds; twist and reach to perform essential functions; and reach with hands and arms to obtain or store files. Close vision and depth perception, hand and eye coordination, and manual dexterity necessary to operate a computer keyboard, calculator, stapler and basic office equipment. Must have the physical ability to ascend and descend stairs to enter work-related environments that are not handicap accessible.

Vision and hearing requirements: Close vision, depth perception and ability to adjust focus; visually assess written contracts and documents, newspaper ads, proofs, and other printed materials; and communicate effectively with, staff, clients, and others in person, by telephone, and in writing.

Cognitive abilities: Employees must be able to use deductive reasoning to apply general rules to specific problems; demonstrate problem sensitivity to tell when something is wrong or likely to go wrong; demonstrate social perceptiveness by being aware of others' reactions and why they act as they do; and use self-awareness to be aware of one's feelings and behaviors.

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