



## JOB DESCRIPTION

**Job Title:** Human Resources (HR) Analyst

**Department:** Human Resources (HR)

**Reports to:** Global Vice President of HR

**Effective Date:** December 1, 2021

### **Job Summary:**

The Human Resource (HR) Analyst will collect, compile, and analyze HR data, metrics, and statistics, and apply this data to make recommendations related to recruitment, retention, and legal compliance. This position will also assist the Global VP of HR in administering the daily functions of the HR department including hiring and interviewing staff, communicating and monitoring staff adherence of company policies and practices, and working closely with Biblica's Professional Employer Organization (PEO) in administering pay, benefits, leave, etc. This role reports to the Global Vice President of HR.

**Supervisory Responsibilities:** None

### **Duties and Responsibilities:**

- Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, employment records, government labor statistics, competitors' practices, and other sources.
- Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.
- Prepares reports of data results, presenting and explaining findings to senior leadership.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Facilitates implementation of new training, development, recruiting, and other related initiatives.
- May conduct or assist with conducting classification audits to ensure that jobs are properly classified as exempt or nonexempt.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

### **Required Skills/Abilities**

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Thorough understanding of local, state, and federal laws involving employment, HR, and HR policies.



- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn the organization's HRIS, payroll, and similar employee management software.

### **Education and Experience**

- Bachelor's degree in Human Resources, Business Administration, Industrial Psychology, or related field required.
- At least three years of experience in related areas such as job classification and compensation, recruitment, selection, training, employee benefits, and/or equal opportunity compliance preferred.
- SHRM-CP or SHRM-SCP preferred.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Ability to travel to various locations globally

### **Competencies**

- Strong personal commitment to Christ and Biblica's Purpose, Mission Statement, and Statement of Faith

### **FLSA Classification**

Exempt, 1.0 FTE

### **Salary/Hours/Benefits:**

- Salary range: \$45K - \$55K (Determined by qualifications/experience)
- 40-hours per week
- Biblica offers competitive benefits and compensation packages to Biblica employees to include but not limited to: holiday and paid-time (PTO) off, sick leave, retirement plan, etc.