

# Human Resources Analyst

## 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.

## Job Duties

- Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, management and employee surveys, exit interviews, 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.
- Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.
- Based on metrics and analysis, makes recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, to motivate and retain employees, to address staffing issues, and to maintain legal compliance.
- 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.
- Ensures compliance with data privacy regulations and best practices.
- May assist HR leadership with staffing, recruiting, and departmental budgets.
- May guide and/or assist with performance, benefit, and compensation review and evaluation processes.
- Performs other duties as assigned.

## Qualifications

- Bachelor's degree in Human Resources, Business Administration, Industrial Psychology, or related field.

## Required Skills

- 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 organizations HRIS, payroll, and similar employee management software.

## Desired Skills

- 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.

## Employer Benefits

Company paid health, dental, and life insurance; other benefits include vision, disability, accident, cancer, and life insurance, pre-paid legal, paid vacation and holiday pay.

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disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required. For consideration, qualified applicants may apply in confidence at:

[www.easternshipbuilding.com](http://www.easternshipbuilding.com)

## Apply

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