

**Human Resources Analyst/Generalist**

**April 13, 2023**

**HUMAN RESOURCES ANALYST/GENERALIST – The Unified Government of Wyandotte County/Kansas City, Kansas**

The Unified Government of WyCo/KCK is seeking a Human Resources Analyst/Generalist. This position is responsible for professional level Human Resources administration in a wide variety of HR disciplines. Responsibilities include development of the UG's Diversity, Equity, and Inclusion (DEI) program, creating policies, activities and facilitating related trainings, round table discussions, and committee meetings. Assist with a variety of UG employee training and development sessions, tracking and documenting compliance with mandatory and non-mandatory trainings, and develop the department annual report and assist in tracking and presenting HR metrics and data analytics. Will serve as the point of contact for updating the Human Resources Guide, maintaining compliance with federal, state, and local employment laws and regulations. Keeping abreast of industry trends, best practices, regulatory changes and other duties as assigned.

**Human Resources Analyst/Generalist requires** an accredited Bachelor's Degree in Business Administration, Human Resources 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. Excellent verbal and written communication skills, organizational skills and attention to detail, Strong analytical and problem-solving skills, ability to meet deadlines, prioritize and act with integrity, professionalism and maintain confidentiality. Knowledge of federal, state and local employment laws and excellent customer service. Professional certification through HRCI and/or SHRM a plus.

**Salary Range:** \$26.47-\$35.40/ hour

**To Apply:** For application instructions please visit [www.wycokck.org/careers](http://www.wycokck.org/careers)

**Application Deadline: Posted Until Filled .**

EOE

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