

New Job Posting

June 1, 2022

Human Resources Analyst (Compensation & Benefits) - Unified Government of Wyandotte County

Responsibilities: 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.

Salary: \$4,411.34 - \$5,900.27/mo.

Apply Online: Please visit www.wycokck.org for application instructions.

Application Deadline: June 29, 2022

EOE

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