



PARISH OF CADDO
 Department of Finance
 Human Resources Division
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED: 03/01/2004;
 01/01/2006;
 07/17/2006;01/01/07*

JOB TITLE: Analyst II

DEPARTMENT: Finance/Human Resources

FLSA Status: Non-Exempt

HOURS: 8:00 a.m.- 5:00 p.m.

SALARY RANGE: \$14.15 - \$21.28 / hr

GRADE: 17

Performs complex payroll and benefit processes. Applies policies and procedures related to the administration of payroll and benefit programs; researches and resolves non-routine, sensitive and complex issues and inquiries involving pay and benefits.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Manages the Human Resources Information System and all automated and manual personnel records in accordance with State and Federal Laws and Parish Personnel Policies and Regulations. Ensures the accuracy of all records.
- Assists with a variety of special projects and routine functions, to include: Recruitment and Selection; Group Medical, Dental, and Life Benefits; Parochial Employees' Retirement System; Caddo Parish Employees' Retirement System; Deferred Compensation; Section 125 Cafeteria Plan; Supplemental Insurance Policies; Employee Assistance Program; Family and Medical Leave; Tuition Reimbursement Program.
- Collects, calculates, analyzes and prepares statistical and employment data for both internal and external entities.
- Preserves the confidentiality of sensitive issues and situations involving Parish of Caddo personnel.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent. Education achievement to be an important consideration as well as years of experience in Human Resources or Personnel.
- Two (2) years of experience in Human Resources coordinating one or more major human resource functions is preferred.
- Knowledge of Human Resources functions to include recruitment, selection, compensation and benefits.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, and database applications.)
- Excellent interpersonal, organizational, grammar and math skills.

PHYSICAL REQUIREMENTS

The physical requirements 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 will experience physical requirements similar to those associated with a business office environment.