

HUMAN RESOURCES ANALYST

Lackawanna County is currently seeking a Human Resources Analyst to assume multiple responsibilities within the HR Department. This individual will work closely with the Deputy Director for HR on confidential matters as well as maintain an excellent working relationship with the workforce related to all human resources issues. Individual must be able to prioritize tasks and be able to work in a fast paced environment.

Key responsibilities include involvement with:

- Administering Hiring Procedures
- Benefits administration – Medical, Dental, Vision, Life, Prescription, COBRA, FMLA
- Policies and Procedures
- Job Descriptions
- Employee and supervisory training
- Recruitment
- Performance management systems
- Employee communications
- Ensures compliance with county rules and regulations as well as all employment laws
- Special Projects as assigned

Requirements:

Successful candidate must have a background in human resources with at least 3 to 5 years experience. A Bachelor's Degree in Human Resources, Business Administration or related field from an accredited college or university is required. An Associates Degree with relevant human resources experience may also be considered. Individual must possess strong organizational, leadership and analytical skills. Excellent interpersonal skills and verbal/written communication are key to the success of this individual. Must be proficient with PC skills including Word, Excel, PowerPoint, E-Mail and HR Systems.

Please submit your letter of interest, resume and salary requirements to:

Deputy Director for Human Resources
Lackawanna County Administration Building
200 Adams Avenue
Scranton, PA 18503
Email: pearsonn@lackawannacounty.org

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