

TITLE: Human Resource Analyst 3

EMPLOYMENT STATUS: Full-time

FLSA STATUS: Non-exempt

HOURS OF WORK: 37.5 Hours/Week

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### OVERALL OBJECTIVE OF JOB

This is a detail oriented administrative position involving the application of personnel principles and employee benefits to the employees of the MCBHC. Position has primary responsibility for the Agency's personnel and employee benefit systems.

### ESSENTIAL FUNCTIONS OF JOB

- Position will contribute to the development of policies and procedures as it relates to human resource functions and will assist with personnel administration of the agency.
- Responsible to update and maintain agency and department table of organization charts.
- Plans and conducts new employee orientation which includes assistance in completion of employment forms, explaining employee benefits, and fostering a positive attitude toward agency goals.
- Responsible for the completion, processing, and maintenance of BHC personnel files.
- Responsible to work with agency supervisors and managers with the hiring process, which includes scheduling interviews, assembly of interview packets and follow-up regarding the posting, advertising and interviewing process.
- Must be knowledgeable of BHC benefits as they apply to employees, knowing and tracking when employees become eligible for benefits and assuring the appropriate paperwork is processed to all departments and/or vendors of these benefits.
- Other duties will include the creating and processing of correspondence related to personnel such as, position offer letters, reject letters, wage and/or payroll adjustment notifications, benefit changes, etc.
- Will be responsible to respond, file and track all resumes received by the BHC.
- Will work with management and supervisors in the process of updating and typing of job descriptions.
- Responsible for the generation of and processing of personnel paperwork to the SCA for all employees of the Prevention Department.
- Responsible for all employee benefit programs including making on-line changes as they occur and reconciling benefit invoices before they are processed to accounts payable.
- Responsible to work in the capacity of Plan Administrator for the benefits provided by the BHC. This will include adding new hires, making changes and terminating employees from benefits as necessary.
- Responsible as Plan Administrator of the Cobra Compliance program assuring accurate and timely information processed on all employees hired and/or resigned with the MCBHC.
- Responsible to update and maintain the BHC Human Resource Policy & Procedure Manual.

- Responsible to process annual updates of booklets, forms or personnel bulletins to the “Employee Portal” to the IT department each year or as deemed necessary by administration.
- Responsible to oversee, maintain supplies for and communicate necessary directives to the maintenance/housekeeping staff of the BHC
- May be responsible for supervision of other support staff if indicated by CEO.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- One year of experience in the performance of full-time human resources delivery, with training in human resources, which may be gained through a specialty certification (SRHM), or through graduation from a four year college or university with an applicable degree. A combination of experience and training *may* be considered but will not be given preference.

Interested candidates may download the BHC application from our website. Or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

**Applications must be received at this office by May 28, 2021.**

Send application to:                   ATTN: Karen Myers, HR  
Mercer County Behavioral Health Commission, Inc.  
8406 Sharon-Mercer Road  
Mercer, PA 16137

Email application to:               [karen.myers@mcbhc.org](mailto:karen.myers@mcbhc.org)

Fax application to:                   724-893-1067

*Affirmative Action/Equal Opportunity Employer*