

JOB ANNOUNCEMENT

Title:

Human Resources Analyst
Central Pines Regional Council
Durham, NC / Hybrid

Who We Seek:

We are seeking a dynamic and proactive HR professional who thrives in a collaborative environment and is committed to strengthening organizational culture and human resource excellence. The ideal candidate will bring strong analytical thinking, exceptional communication skills, and a deep understanding of HR functions. This individual should be confident in advising on HR policies and compliance, leading training efforts, and managing sensitive employee matters with professionalism and discretion. Experience working with diverse stakeholders and a passion for public service will be key to succeeding in this vital role supporting both internal staff and regional HR initiatives.

Description of Work:

This individual will play a crucial role on the Administration team. They are responsible for organizational management issues such as policy development, management of the human resources functions of recruitment, selection, orientation, training and pay plan, and handling special projects and research. This position also serves as a liaison with member governments and staff support for the Regional HR Consortium.

Key responsibilities include:

- Manages related functions such as recruitment, selection, training, interpretation of rules and regulations, benefits, maintaining a competitive pay structure, employee relations, performance management, development of policies related to human resources management and organizational culture, and other related items.
- Ensures that CPRC staff have appropriate training to navigate HR functions; facilitates training sessions for groups of employees; prepares written and audiovisual materials for employee training courses
- Provides complete and accurate advice and information to employees and supervisors on a wide range of human resource policies and practices; assists departments in the interpretation and application of CPRC's policies and procedures
- Manages employee relations and complaint resolution processes; consults with Deputy Director and legal regarding corrective actions if necessary; provides employee counseling and referrals to EAP, serves as an advisor to managers regarding policy and compliance issues; provides coaching and counseling to assist managers in recognizing performance and constructing performance improvement plans; conduct employee relations investigations and hearings; administers the termination process for all staff including consulting with management regarding termination decisions, conducts exit interviews and completing appropriate separation paperwork; provides support in employee grievances and mediations
- Coordinates and conducts benefit open enrollment; acts as the liaison between benefit vendors/brokers and CPRC; responds to questions regarding benefits; resolves claims with vendors as needed; responds to questions and interprets policies regarding leave benefits and responds to unemployment claims

- Serves as the staff support for the Regional HR Consortium; helps members and CPRC with data collection and analysis, develops and maintains compensation reports, recommends new modifications to existing classifications; conducts salary and benefit surveys; fulfills HR Consortium's annual workplan item

Education & Experience:

Required: Graduation from a four-year college or university in public administration, human resource management, organizational or human psychology or related field and some experience working in personnel management; or equivalent combination of education and experience. Prefer Master of Public Administration or related field.

Starting Salary & Benefits:

Hiring salary: \$61,500 - 64,575

*This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules

Our organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

How to Apply:

Send completed application package (cover letter and resume) by email to employment@centralpinesnc.gov with the subject HR Analyst.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins June 30, 2025.

All employment offers will be within the stated hiring range.

CPRC is an Equal Opportunity Employer and designated Best Workplace for Commuters.