

**CARROLL COUNTY BUSINESS & EMPLOYMENT RESOURCE CENTER
JOB ORDER FORM**

224 N. Center Street, Westminster, MD 21157

****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Human Resources Analyst

EMPLOYER'S NAME: City of Westminster
EMPLOYER'S PRODUCT/SERVICE: Municipality
ADDRESS: 45 West Main Street, Westminster, Maryland 21157
PHONE: (410) 848-5236 **FAX:**
CONTACT PERSON: Beth Fahey
TITLE: Human Resources Associate
EMAIL: efahey@westminstermd.gov
WEBSITE: <http://www.westminstermd.gov/jobs.aspx>

JOB DESCRIPTION: The City of Westminster is seeking a Human Resources Analyst to work in the Department of Human Resources.

Under the direction of the HR Director this position serves as a human resources generalist who is responsible for performing a wide variety of technical functions, including the new hire process, benefits administration, employee relations, recruiting/talent management, performance management, collects and research information from a variety of sources, validate and organize data, anticipate needs, to make necessary adjustments to processes. Provide documentation and data analysis for audits and other inter-department requests. Knowledge of federal and state labor and employment law. Maintain Human Resources records in compliance with applicable legal requirements. Update and maintain employee data utilizing the City's HRIS system and various vendor online systems. Good communicator who is detail- oriented, very organized and performs tasks accurately.

Hiring range for this full-time 40-hour per week position is \$23.01 - \$26.44 per hour dependent on experience and qualifications. Benefits include health, dental, vision, life insurance and pension plan.

TO APPLY: Application and resume will only be accepted online at www.westminstermd.gov/jobs. Questions? Call 410-848-5236. Applications must be received by 4:30 p.m. on December 22, 2021. EOE.

JOB REQUIREMENTS: Requires a bachelor's degree preferred in Business, Human Resources Management, Communication Studies or in a related field and four (4) years of related experience or equivalent combination of education, training and related experience. HR Certification preferred.

OTHER JOB REQUIREMENTS: Driver's License, Driver's Record Check, H.S. Diploma/GED, , Bachelor's Degree, , , , , Sedentary, Physical Required, Drug Test Required, Background Check

WAGES PER HOUR: \$23.01 - \$26.44/hour

NUMBER OF OPENINGS: 1

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT

FULL TIME OR PART TIME: FULL TIME

OVERTIME: NO

BENEFITS: YES

Benefits include health, dental, vision, life insurance and pension plan.

DAYS OF WORK:

MONDAY TBD TUESDAY TBD WEDNESDAY TBD THURSDAY TBD FRIDAY TBD

SHIFT:

HOW TO APPLY: Application and resume will only be accepted online at www.westminstermd.gov/jobs.

WILLING TO TRAIN: NO

EXPERIENCE REQUIRED: YES

EXPERIENCE IN MONTHS:

MINIMUM AGE: 18

CLOSING DATE: 12/22/2021

Posting Date 12/07/21 Follow-Up Date _____ Pull Date _____ Entered in MWE _____ Staff _____