

## Human Resources Job Function

### HR Work Life Analyst III

Grade: 57

Job Code: H1057P

Job Family: HR Work Life

Job Family Matrix: [HR Work Life Matrix](#)

#### Summary

Independently perform activities related to work/life and/or wellness programs.

#### Core Duties

- Conduct formal assessments of work/life and wellness needs
- Conduct benchmarking research and propose and implement programs through coordination with HR offices and other related entities when appropriate
- Develop and implement annual calendar of offerings for department, coordinating with appropriate contacts and team members
- Request and review proposals from current vendors and potential vendors in response to needs assessments
- May partner with other offices to leverage existing programs and resources, while identifying new resources and creating programs for unmet needs within designated community
- Track and measure usage of Work/Life programs and the impact on the community
- Contribute to community engagement and development through local oversight/management/support of related programming
- Develop, design and maintain web, print and event-based communications for work/life programs and services
- Provide relevant marketing materials and present at new employee orientation programs
- Consult to potential faculty in support of recruiting efforts
- Establish and maintain working relationships with peer organizations
- Advocate for work/life policies; advise management of work/life trends and issues
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' of relevant experience

#### Additional Qualifications and Skills

- Master's degree preferred
- Intermediate to advanced knowledge of Microsoft Office Suite, especially Access and Excel
- Knowledge of statistical software and analysis

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting