**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  
**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