

# HUMAN RESOURCES ANALYST III

## TRICOR CENTRAL OFFICE

Job Class: Non-Preferred

\$42,810 – \$65,852 Annually

Location: Nashville, TN



TRICOR  
6185 Cockrill Bend Circle  
Nashville, TN 37209

For more information contact:  
Nikki Turner  
615.741.1779

To apply send resume/application  
and salary requirements via email to:

[TRICOR.HumanResources@tn.gov](mailto:TRICOR.HumanResources@tn.gov)



**All State of Tennessee  
facilities are smoke free  
environments.**

**The State of Tennessee is  
an equal opportunity, equal  
access, affirmative action  
employer.**

### Job Description:

The Human Resources Analyst III is responsible for supporting the day-to-day operations and administrative duties as it relates to the employee life cycle activities such as benefits, time and labor, learning and development, general reporting, maintenance of applicant and employee data and some recruitment related duties. Reporting to the Human Resources Manager, this position is accountable for supporting the needs of both the Human Resources and Talent Management Departments, in providing support to the delivery of services to TRICOR division leaders and employees.

### Primary Responsibilities:

- Day to day management of ERP system employee transactions to include but not limited to new hire entry, position change requests, job change requests, separations etc.
- Address employee relations issues in regard to payroll and benefits.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Scheduling of meetings, interviews etc. for departmental needs and meeting minutes.
- Assign training courses as directed by Chief People Officer.
- Ensure communication across all divisions of TRICOR regarding training participants and training needs.
- Maintain Learning & Development reporting.
- Schedule all employee related training as requested to include, facility and all materials.
- Work with Human Resources to conduct an overview of Learning & Development with all new employees during the orientation process/.
- Assist the department in administrative processes for FMLA, drug testing, background checks, sick leave bank and audit preparation.
- Responsible for bi-monthly employee payroll, time and labor administration.
- Maintaining employee job descriptions.
- Maintaining logs.
- Assist HR Manager with recruiting responsibilities as needed.
- Liaison with DOHR, i.e.(Class/Comp and Technical Service divisions)
- Performs other duties as assigned.

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### Education, Experience and Qualities:

- High School Diploma or equivalent. Three (3) Years progressive experience in Human Resources required.
- Associates degree or Bachelor's degree from an accredited college or university preferred.
- EDISON Human Capital Management (HCM) experience is required.
- Learning & Development experience preferred.
- Proficient in Microsoft Office software and basic office equipment such as computer, printer, fax machine, adding machine, copier and scanner.

### Key Competencies:

Ethics and Integrity, Time Management, Organizational Skills, Presentation Skills, Critical Thinking, Decision Making, Process Management, Functional/Technical Competency Team Oriented, Detail Oriented, Results Oriented, Customer Focus, Verbal/Written Communication, Problem Solving and Active Listening.

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### State of Tennessee Benefits

Health Insurance	401K & Retirement Pension Plans
Dental Insurance	Textbook Reimbursement
Vision Insurance	Continuing Education Discounts
Incentive Plan (subject to plan criteria)	Employee Learning & Development
Flexible Spending Accounts	Life Insurance

For more information regarding health options you may visit:  
<http://www.partnersforhealthtn.gov/>

For State of Tennessee pension plan:  
<http://treasury.tn.gov/tcrs/PDFs/hybridplan.pdf>

For Deferred Compensation – 401K:  
<http://treasury.tn.gov/dc/>

TRICOR exists to provide occupational and life skills training for Tennessee's incarcerated population through job training, program opportunities, and transitional services designed to assist Offenders with a successful reintegration into society. TRICOR operates multiple businesses ranging from data entry and printing to agriculture and manufacturing. TRICOR offers Tennessee's state, county and local government's quality goods and services and competitive pricing.

TRICOR transforms lives on a daily basis.  
TRICOR designs programs to make an impact on the lives of offenders and prepare them for success after release.



TRICOR is committed to continuous performance improvement, which enhances the impact it has on the offender workforce by making them a critical part of a team driven by internationally-recognized high performance standards. To accomplish this, TRICOR uses the Malcolm Baldrige Framework and participates in the Tennessee Center of Performance Excellence (TNCPE) process. TNCPE, a non-profit organization dedicated to making Tennessee a better place to live and work through use of the national Baldrige Excellence Framework, has provided TRICOR with the tools and development necessary to move our organization toward best in class status. Our involvement has not only strengthened our business and program operations, but is providing our offender workforce the opportunity to work and develop their skills in an environment, which prepares them to achieve self-sufficiency once released from prison.