



POSITION DESCRIPTION: Human Resources Analyst

CANA LLC (CANA) is a purpose-driven firm that applies analytics-based logistics solutions for Federal/State U.S. Government and commercial clients. CANA's principles include integrity, quality, best value, and respect. We believe that a better quality of life is achievable. The science around and application of quantitative methods can make a difference. Our brand, **Powered by CANA Analytics®**, refers to our CANA professionals and our solutions. It is the power of having subject matter experts who can deliver a fusion of information to our clients. This includes applied analytics methods, software development, supply chain and logistics operations, warehousing, program and project management, energy infrastructure and mobility planning, and logistics systems integration.

CANA is a virtual company requiring all employees to work effectively across multiple web-based collaboration, knowledge management, file storage, and work environments. The CANA Human Resources Analyst must work effectively with technical teams using these technologies. The Human Resources Analyst will present themselves and their work professionally and represent CANA with the utmost pride to clients as well as in working groups, conferences, and all company (internal and external) interactions.

As a CANA employee, the Human Resources Analyst is also encouraged to identify worthwhile causes related to the employee's areas of interest that CANA can support.

Summary

The CANA Human Resources Analyst is a responsive, highly organized, and detail-oriented professional who will work effectively with teams and individuals both inside and outside of CANA. They will play a crucial role in ensuring the successful compliance and execution of HR processes and procedures. Pivotal in offering key components of service such as accurate and timely payroll, budgets and Human Resources Analyst planning, and employee benefits and performance management, the *Human Resources Analyst is committed to employee well-being and a mutually rewarding work experience.*

The Human Resources Analyst will be keenly aligned with CANA leadership intent and will maintain robust and timely communications on all HR related issues. The Human Resources Analyst will work with technical teams when required to support staged development of CANA offerings, support program and project leaders in resource management and planning, and coordinate the systemization of company programs.



Requirements

Education. Associate's degree in Human Resources, Business Administration, or a related field required; Bachelor's degree preferred.

Experience. 4+ years of experience in human resources management. *Proficiency in ADP Workforce Now **required**, and Deltek Costpoint **highly preferred**.*

The Human Resources Analyst shall maintain compliance with federal, state, and local employment laws and regulations, and recommend best practices to CANA leadership. They will regularly review policies and practices, maintaining knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law. The ideal CANA Human Resources Analyst has the ability to understand key HR metrics, such as employee turnover, absenteeism, engagement and retention, and provide thoughtful analysis and identify areas of concern or interest.

The Human Resources Analyst will be expected to professionally handle and manage sensitive, and at times, confidential, personnel information. They will possess the mental acuity, maturity, and interpersonal skills to act as a trusted linchpin connecting the different elements of the CANA team.

Skills. Required skills include:

- Proficient in ADP Workforce Now (required) and Deltek Costpoint (highly preferred), with specific focus on time and expense management, payroll, state and federal tax information, running reports from both systems, and any other tasking as assigned.
- Perform routine tasks required to administer and execute human resource programs related to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Ability to conduct necessary research, outreach, and coordination regarding state tax law throughout the United States and ability to accurately adapt to, and complete filing of, requirements therein.
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Conduct or acquire background checks and employee eligibility verifications.



- Coordinate the recruitment steps of qualified job applicants for open CANA positions; collaborate with departmental managers to understand skills and competencies required for openings.
- Support new hire orientation and employee recognition programs.
- Act as a credible and trustworthy advisor to different stakeholders and effectively advise employees, line managers, and senior managers on personnel issues.
- Securely process and file relevant confidential documentation from employee disciplinary meetings, terminations, and investigations when directed.
- Possess digital and data literacy, to include proficiency with Google Workspace, Microsoft Office Suite, or related software.

Desired Abilities.

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Time management with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to understand and act in accordance with employment-related laws and regulations.
- Proficiency with or the ability to quickly learn the organizations' human resources and associated talent management systems.

Travel

- Limited travel; <5% domestic travel required for in-person company events.

Security Clearance

- Eligible for Secret level or higher clearance.

PLEASE SUBMIT RESUME TO: Anna Sterrett at asterrett@canallc.com