



CALL FOR APPLICATIONS:

Human Resources Analyst | Senior Human Resources Analyst

■ Salary Range

Human Resources Analyst
\$71,051 - \$86,362 Annually

Senior Human Resources Analyst
\$81,708 - \$99,317 Annually

■ Position Description

There is currently one vacancy which will be filled at either the Human Resources Analyst or Senior Human Resources Analyst. This is a new position funded by Measure A (new permanent sales tax) and will support Public Safety hiring.

Human Resources Analyst

Performs a variety of journey level professional, technical and analytical work in support of the City's human resources functions; participates and assists in recruitment, selection, classification and compensation activities.

Senior Human Resources Analyst

Performs a variety of complex and advanced level professional, technical and analytical work in support of the City's human resources functions; coordinates recruitment, selection, classification and compensation activities; and provides complex staff assistance to department management.

■ Minimum Qualifications

Human Resources Analyst

Bachelor's degree from an accredited college or university with major course work in personnel management, public administration, business administration or a related field and two years of increasingly responsible experience in the human resources field.

Senior Human Resources Analyst

Bachelor's degree from an accredited college or university with major course work in personnel management, public administration, business administration or a related field and three years of increasingly responsible experience in the human resources field.

Note: Public sector human resources experience in the areas of recruitment, selection, classification and compensation is highly desirable.

■ Essential Functions

Human Resources Analyst

- o Participates in a wide range of recruitment and selection activities;
- o Designs, develops and administers selection tests;
- o Performs research to determine reliability and validity of tests;
- o Conducts classification and reclassification studies;
- o Evaluates recruitment and selection and classification and compensation protests and appeals;
- o Consults with managers and employees regarding the interpretation of personnel practices and policies;
- o Conducts research, analyzes data, and prepares written and statistical reports and recommendations.

Senior Human Resources Analyst

In addition to above:

- o Assists in overseeing announcement preparation, sources for recruiting, correspondence and application review;
- o Provides technical assistance to staff and support in labor contract negotiations and arbitration;
- o Oversees salary studies for various classifications;
- o Performs the more difficult work related to the development of class specifications and allocation standards;
- o Participates in and evaluates special projects requiring coordination of activities across departmental and functional lines, to include the responsibility of project leadership over other professional and technical staff;
- o Confers with employees, department heads, labor representatives regarding recruitment, examinations, compensation plans, position allocation data evaluation, contract provisions and other pertinent information.

■ The Selection Process

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process

Applications are accepted online at www.chulavistaca.gov. Applicants must submit a City Application and Supplemental Questionnaire by 5:00 p.m. on Thursday, January 31, 2019.



City of Chula Vista
Human Resources Department
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