

# Human Resources Analyst

Are you looking for an opportunity for professional growth and development?

The City of Jacinto is looking for a Analyst to join the HR Team!

Go to [this link](#) to apply for this position.

## Summary/Objective

The mission of Human Resources department is to attract, retain, and develop a highly-skilled and competent work force so that City departments can provide outstanding services to the citizens of San Jacinto.

This position performs a variety of administrative tasks in support of the human resources department; answers basic employee questions about human resources policies or offerings. It supports the organization by implementing and administering human resources programs or policies. Assists in the creation and maintenance of human resources forms or documents.

Under direct supervision of the Human Resources (HR) Manager, the HR Analyst implements various programs and functions of the department. The HR Analyst is responsible for most of the recruiting functions of the HR Department. This position provides professional, technical, and administrative support related to all programs and activities of the City's Human Resources function. Manages the effective use of resources to improve organizational productivity and customer service; provides support in areas of expertise; participates in and coordinates City's risk management activities and special projects; and performs related work as required.

Handles basic issues and problems, and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. This is an experienced level classification that facilitates the City's Human Resources activities, including employee relations, recruitment and selection, job analysis and classification, compensation and benefits administration, and workers' compensation. Successful performance of the work requires a professional HR and administrative support background as well as skill in executing departmental work.

## Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

- Executes the daily programs, operations, and activities of the Human Resources function, including recruitment and selection, new employee training, tracking performance evaluations; may assist with job analysis and classification projects, compensation and benefits administration.

- Coordinates recruitments for full or part-time vacancies for the City; determines advertising sources, conducts job fairs, posts open positions on to City's website, reads and scores candidate resumes, ensures equal employment opportunities for all candidates, administers testing and selection processes, conducts pre-screening interviews, schedules interview panels, coordinates candidate's schedules, coordinates interviewing events, generates offer letters, presents offers, and coordinates all pre-employment screenings.
- Schedules interviews, orientations, or training sessions.
- Closes out requisitions and communicates hiring decisions to those candidates not hired. Facilitates all pre-employment screening activities, new employee orientation and onboarding activities for mid-level employees.
- Processes employee status changes or benefits enrollments; maintains records of completed transactions in employee files. Inputs HR-related data into payroll system and compiles standard reports for management review.
- Assists with any classification and compensation studies, maintains and updates job descriptions, and posts updated job descriptions on to City's website. Maintains and updates information on HR section of City's website.
- Assists in the development and implementation of goals, objectives, policies, and priorities for the Human Resources department.
- Interprets and makes recommendations to Department Managers in accordance with City's Policy & Procedure Manual as well as MOUs on employee-related issues.
- Responds to requests for information and assistance from employees, management, outside agencies and the public.
- Works with highly-sensitive data and information, therefore maintains the highest level of confidentiality regarding employees' personal identification information, employee discipline, compensation, personnel files, personnel discussions and investigations.
- Conducts studies, analysis and research on a broad range of personnel assignments, composes, distributes, receives and analyzes salary and benefit surveys; completes various salary surveys from outside agencies.
- Develops and administers the City's Personnel Policies and Procedures Manual; reviews and updates as necessary.
- Coordinates employee relations activities; provides assistance to management, supervisors and staff in the interpretation of Human Resources policies and procedures and the processing of grievances.
- Administers City benefit plans; responds to employee inquiries, processes all employee health reimbursement claims, assists with annual open enrollment and employee education activities. Interacts with benefits vendors coordinating on-site visits and presentations.
- Codes, tracks, and circulates for approval HR-related invoices.
- Maintains general liability files and certificates of insurance, equipment and fleet inventory, and PERMA paperwork.

- Assigns, monitors, and tracks completion of annual training such as AB1825 and AB1234 for all employees, planning commissioners and City Council members in the online learning management system.
- Monitors DMV driver pull notice program, DOT medical examinations, CDL license expirations, and notifies employees/supervisors regarding upcoming expirations. Authorizes medical & drug screening examinations with vendor.
- Attends public works safety huddles; checks attendance and scans, uploads and assigns learnings to absent employees.
- Monitors and updates immunization schedule (flu, tetanus, Hep B, etc.), coordinates immunizations for new hires, coordinates annual flu shot event, authorizes titer tests and immunizations with vendor.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency human resources; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; makes change recommendations policy and procedural manual.
- Scans, enters metadata, sorts, retrieves and maintains personnel file documents in electronic document storage system.
- Completes personnel action forms as required and routes for approval.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Performs any other tasks or functions deemed necessary to daily operations of the employer.

### **Conformance Statement**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

### **Competencies**

- Ethical Conduct.
- Time Management.
- Organization Skills.
- Financial Management.
- Project Management.
- Personal Effectiveness/Credibility.

## **Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## **Working Conditions, Mental and Physical Demands**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

## **Work Environment**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **Physical Demands**

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **Essential Mental Functions**

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Expected Hours of Work/Work Schedule**

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

## **Travel**

Minimal travel is expected for this position.

## **Typical Qualifications**

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, human resources, or a related field and two (2) to four (4) years of increasingly responsible work experience in recruitment and selection, benefits, training, or classification/compensation at a municipal or public agency.

Licenses and Certificates:

Possession of a valid Class C California Driver's License with a safe driving record is required.

HR-related certifications such as PHR/SPHR (with or without CA designation), SHRM-CP/SCP, IPMA-CP/SCP is highly preferred.

## **Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

## **Knowledge, Skills and Abilities**

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity and employee orientation; job analysis and classification; compensation and benefit analysis and administration; workers' compensation and safety; labor relations and negotiation, interpretation of employment laws, regulations, policies and procedures.
- Basic principles and practices of budget administration; contract administration and evaluation.

- Applicable Federal, State, and local laws, codes and regulations concerning employment and CalPERS pension plans.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functions.
- Recordkeeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Maintain confidentiality of all human resources issues.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Skills:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printer, photocopiers, filing cabinets and fax machines.
- Excellent oral and written communication skills, detail-oriented, and above average organizational skills.
- Customer service skills. Interpersonal skills. Clerical skills. to multi-task and prioritize.

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