



Agency: City of Lynwood
Member placing ad: Yolanda Delgadillo, Senior HR & Risk Analyst
Contact info: Human Resources 310-603-0220 X221
Position: Senior Human Resources and Risk Analyst
Salary: \$7,856.81 – \$9,346.17
Benefits: Excellent benefit package
Job Location: Human Resources Office

Position

Description: The City of Lynwood is currently seeking an individual who is results-oriented, possess a great attitude, and demonstrate creativity and innovation.

Qualifications: Under general supervision, performs a variety of complex, professional, lead level Human Resources Services in recruitment and selection, classification and compensation, labor relations, workers' compensation, risk and loss prevention, benefits administration and training; and coordinates and supervises the processing and preparation of special projects and specific programs; and performs related work as required. Senior Human Resources/Risk Analyst is a management level class in the professional human resource management series. Initially, incumbents perform higher level professional assignments in a variety of human resource program areas while developing City policies and procedures and specific techniques and legal requirements related to the City's human resource and loss prevention analysis. All duties are performed with independence under general supervision from the Director of Human Resources and Risk Management. Incumbents are required to perform their responsibilities with minimal direction, initiative and creativity, exercising experienced professional judgment and problem-solving skills.

Experience: Four years of progressively responsible human resource management experience. Experience in a governmental setting is preferred

Education: Graduation from an accredited four-year college or university with major coursework in public or business administration, human resources, which include recruitment and selection, labor relations, training, benefits administration, loss prevention, insurance, classification and compensation is desirable. Degree may be substituted for seven years of comprehensible experience.

Last day to file: October 19, 2021 (tentative) a complete job description with detailed essential duties and functions is available online at www.lynwood.ca.us. No facsimiles or resumes in lieu of an official City application will be accepted. Applications must be completed online.