



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Human Resources Analyst

\$5,959 - \$7,243 monthly

Open Competitive Recruitment

The Opportunity:

The City of San Gabriel is seeking a Human Resources Analyst with extensive experience in the areas of general liability administration, workers compensation administration, and personnel administration. The ideal candidate understands the nature and significance of Human Resources Management in a public organization and is committed to the public service. The ideal candidate is also proactive in nature, able to think critically and solve complex problems, an outstanding communicator, and customer service oriented. This position reports directly to the Director of Human Resources & Risk Management and performs complex duties in all areas of human resources management, including employee relations, training and development, performance management, labor relations, recruitment and selection, classification and compensation administration, and benefit administration.

In general, the HR Analyst must effectively perform the following:

- Develop and implement new or revised human resources programs;
- Prepare complex documents;
- Compile and analyzes data and make recommendations regarding human resources programs and systems;
- Monitor legislation and analyze proposed legislation and assess its the impact on human resources;
- Assist in the development and implementation of human resources policies;
- Prepare and present reports to the City Council, City Manager, and various boards & committees; and
- Perform other related duties as assigned.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's degree in human resources, public administration, business administration, or a closely related field and two years of increasingly responsible technical, analytical, and administrative experience in a human resources department, with municipal experience preferred.

Certification from the International Public Management Association for Human Resources (IPMA-SCP or IPMA-CP), Society for Human Resources Management (SHRM-SCP or SHRM-CP), or HR Certification Institute (SPHR or PHR) is desirable. Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record is required.

Benefits:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS) and a choice of Delta PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Optional enrollment in Deferred Compensation 457 Program from CalPERS, ICMA or Empower.
- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).

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- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year (increases with length of service)
- 104 hours of holidays per year
- 32 hours of administrative leave (this position is exempt from FLSA overtime status)

Annual Cash-Out Programs:

- Sick Leave Buy Back: In November of each year, allowed to cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: allows cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: allows cash-out of up to 8 hours of unused holiday leave per year.

Application Procedure:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications applicable to the position. Hard copies of items 1-3 will not be accepted. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The deadline to apply is Thursday August 29, 2019 at 5:00pm OR when a sufficient number of qualified applications have been submitted, whichever occurs first.** *Faxed, emailed, and/or hard copy applications will not accepted.*

Tentative Recruitment Schedule

The following is the tentative schedule for this recruitment. Please prepare your schedule in advance. Note that this schedule is tentative and may be modified if the City deems it appropriate.

- Application Period.....August 1 – August 29 @ 5:00pm
- Oral Panel Interview..... Week of September 2
- Selection Interviews..... Week of September 9
- Anticipated Start Date... September 30, 2019

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT