



Invites you to apply for Human Resources Analyst \$6,197 - \$7,532 per month

San Gabriel
CITY WITH A MISSION

Imagine...the opportunity to work in one of the most historic and beloved settings in Southern California and home to the fourth of the 21 California missions. Founded in 1771, San Gabriel is located 10 miles northeast of Los Angeles and is the birthplace of the greater metropolitan region. Today, San Gabriel is a full-service City with a burgeoning community of 40,000 and several neighborhoods of aesthetic and historical significance, outstanding schools, and excellent public amenities. The heart of San Gabriel is its Mission District, a culturally rich and historic center that blends the charm of early California with a modern-progressive experience. The Mission District is home to the San Gabriel Mission and Mission Playhouse and host of several festivals and events that attract patrons from all over the region, including the annual Dumpling & Beer Festival and Lunar New Year Festival. All of this and much more make San Gabriel a great place to live, work, and play.



The Opportunity

The City of San Gabriel Human Resources Department is seeking a Human Resources & Risk Management Analyst to join its team. This is a professional-level position and this opening provides an exceptional opportunity to establish a career in public sector human resources management with our historic “City with a Mission.” A career with the City of San Gabriel offers excellent pay and benefits, a full array of programs to work on, outstanding training and career development opportunities, and a great location for working and living in Southern California.

The Ideal Candidate

The ideal candidate will have public sector work experience and a strong professional background in human resources management with demonstrative experience in several of the following areas: recruitment and selection, classification and compensation, benefits administration, training and development, employee safety programs, labor relations, contract administration, risk management, workers compensation administration, general liability administration, and policy development and implementation. The ideal candidate will have expert level skills in utilizing Information Systems (HRIS), Microsoft Word, Microsoft Excel and other computer-based applications. The ideal candidate will also be adept with research, analysis, report preparation, and public presentations and able to produce high quality staff work with minimal assistance. The City seeks a candidate who is highly motivated and having a strong work ethic, outstanding communication skills (both written and verbally), empathy and compassion, sound judgement, and interpersonal tact. The ideal candidate is prepared to work for a full-service City and willing to learn and perform a diverse array of duties. Most importantly, the ideal candidate will exemplify outstanding public service and the mission of the City of San Gabriel.

Position Summary

Under general supervision of the Human Resources & Risk Management Director, the Human Resources Analyst performs a variety of professional, administrative, and analytical duties in support of the Human Resources Department; plans and organizes the centralized activities of the City's risk management program; provides highly responsible and complex support to the Department Director; assists with City Council and Civil Service Commission agenda preparation as well as prepares reports and presentations for these bodies; supervises, trains, and evaluates the work of support/technical staff; and performs other related duties as assigned.

Education & Experience Requirements

Any combination of education and experience may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, human resources management, organizational development or a closely related field.
- Three years of increasingly responsible technical, analytical, and administrative work experience in a human resources department.
- Local government experience is highly desirable.

License and Certification Requirements

Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

For more information on the job duties and requirements for this position, please see the attached classification specification for Human Resources Analyst (Appendix A).

Compensation & Benefit Summary

- **Base Salary:** \$6,197 - \$7,532 per month.
- **Retirement:** CalPERS Retirement with 2%@60 for "classic" PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS retirement formula status.
- **Health Benefits:** City paid contribution of up to **\$1,568 per month** toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere.
- **Retiree Medical:** City provides lifetime medical coverage to employees who retire from the City with at least ten (10) years CalPERS service credit and five (5) concurrent years' service with the City. Retiree medical insurance (including eligible family coverage) is provided in accordance with the City's contract with CalPERS and Government Code 22893. The maximum amount a retiree can receive for a family plan based on 20 years CalPERS service credit for 2022 is \$1,983 per month.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for employees who opt into the plan. The matching contribution requires employees to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have a master's degree from an accredited college or university shall receive \$300 per month in education premium pay.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Long-Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.

- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay requires review and approval by the City.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the employee covers all premium/out-of-pocket expenses associated with the plans, if elected (City does not contribute to these plans).
- **Leaves:**
 - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
 - Sick: Accrue 96 hours of sick leave per year.
 - Holiday: 104 hours of paid holiday time per year.
 - Administrative: 32 hours of administrative leave per calendar year (prorated for time of hire).
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
 - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).
- **Alternative Work Schedule:** Optional 9/80 work schedule with alternating Fridays off.

Application Instructions

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following four items: (1) cover letter, (2) professional résumé, (3) list of professional references, and (4) list and/or copies of all certifications required and/or applicable for the position (e.g., college degree/s, relevant training certification/s...etc.). Hard copy versions of items 1-4 will not be accepted. Failure to submit a thoroughly prepared online application along with items 1-4 may be disqualifying. To apply, please visit jobs.sangabrielcity.com.

Application Filing Deadline

The application filing deadline for this recruitment is **Thursday, July 7 at 4pm or when a sufficient number of qualified applications have been submitted, whichever occurs first.** As such, please do not hesitate to apply. The most qualified applicants will be invited to an examination at a time deemed most convenient for the City. *Faxed, emailed, and/or hard copy applications will not be accepted.*

Tentative Recruitment Schedule & Exam Plan

The following is the tentative exam schedule for this recruitment. Please prepare your schedule in advance and note that the exam plan and/or schedule may be changed without notice if the City deems it necessary.

- Application Filing Period..... June 13 – July 7
- Oral Panel Interview (100% Qualifying).... Week of July 18
- Practical Exam..... Week of July 18 (if necessary)
- Selection Interviews..... Week of July 25
- Target Start Date..... August 29, 2022

Pre-Employment Process

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination, (3) Live Scan fingerprint check, (4) work experience and education verification, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

Examination, Selection & Hiring Process

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral appraisal interview to qualify for the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on each of the preceding elements of the examination process will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
5. **Practical Exam:** The practical exam is used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process typically consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some positions may also require a comprehensive background check, including a security clearance. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

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僱主

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

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JobID#2021-209

APPENDIX A

CLASSIFICATION SPECIFICATION

HUMAN RESOURCES ANALYST

JOB SUMMARY:

Under general supervision of the Director of Human Resources/Risk Management, the Human Resources Analyst performs a variety of professional, administrative, and analytical duties in support of the Human Resources Department; plans and organizes the centralized activities of risk management; provides highly responsible and complex support to the Director; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Human Resources Analyst provides assistance and coordination for a variety of human resources areas such as classification, compensation, risk management, and employee relations. This class differs from the Human Resources Specialist due to the complexity of assignments and level of understanding of human resources theories and principles.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Manages the City's claims program; coordinates claims administration with third-party administrators and attorneys; assists with coordinating the interactive process for reasonable accommodation to comply with American Disability Act (ADA) and Fair Employment Housing Act (FEHA) guidelines; and responds to Occupational Safety and Health Administration (OSHA) violations and maintains reporting requirements.
- Manages the City's insurance programs; prepares the annual Underwriters Report; reviews and approves certificates of insurance and related documents for special events, contracts, and others doing business in, and on behalf of, the City; and protects the City's financial interest by determining which City structures, vehicles, property, equipment, and other assets are to be insured.
- Counsels employees on workers' compensation and industrial injury/disability benefits; prepares disability determination letters for CalPERS and other related administrators; and calculates and ensures Advanced Disability Payments are processed in a timely manner.
- Participates in the Citywide Safety Committee; administers the City's LossCAP program; manages the Injury and Illness Prevention Program (IIPP) for the City; and coordinates loss control, safety programs, and policies in conjunction with department representatives.
- Supports the Director with investigations and disciplinary matters including drafting notices and coordinating meetings with appropriate staff.
- Conducts comprehensive salary and benefit surveys; conducts job evaluation, classification, and class specification development; provides support with contract negotiations; and researches and collects relevant data pertaining to local and/or regional collective bargaining agreements.

- Prepares and presents reports to the City Council, City Manager, and various boards, committees, and citizen groups; serves as a liaison to employees, the public, community groups, and other organizations on human resources topics; provides information and assistance regarding human resources programs and services; receives and responds to complaints and questions relating to human resources; and reviews problems and makes recommended actions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of human resources administration, risk management, federal and state laws, and rules and regulations relating to employment practices; methods and techniques of data collection, research, and report preparation; and organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to human resources.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Perform the full range of responsible and difficult analytical and administrative work using independent judgement and personal initiative, and correctly interpret and apply human resources policies, procedures, laws, and regulations.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; and maintain and prepare complex, extensive, and confidential records and reports; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in human resources, public administration, business administration, or a closely related field.
- Three years of increasingly responsible technical, analytical, and administrative experience in a human resources department.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: March 6, 2019