



City of Fountain Valley

Human Resources Analyst/Senior Human Resources Analyst

SALARY	\$51.35 - \$62.42 Hourly \$8,901.03 - \$10,819.26 Monthly \$106,812.35 - \$129,831.08 Annually	LOCATION	Fountain Valley, CA
JOB TYPE	Exempt FLSA	JOB NUMBER	2024-12
DEPARTMENT	Human Resources	OPENING DATE	10/15/2024

Description

COME BE A PART OF OUR HUMAN RESOURCES TEAM AND SEE WHAT MAKES FOUNTAIN VALLEY A NICE PLACE TO LIVE AND WORK!



Click Here: [Join Our HR Team](#)

This recruitment is posted in the Analyst combination series with one open position in Human Resources. The annual salaries for the positions within the series are listed directly below.

Human Resources Analyst Annual Salary Range: \$92,482.08 - \$112,412.56
Senior Human Resources Analyst Annual Salary Range: \$106,812.35 - \$129,831.08

The City of Fountain Valley is looking for an energetic, self-motivated individual who has attention to detail, can successfully multi-task, possesses a great attitude, and has a PASSION for customer service. The Human Resources Team consists of a Human Resources Director, Human Resources Manager, two (2) Human Resources Analysts, one (1) Senior Human Resources Analyst, and two (2) Human Resources Technicians. Our team is looking for a dedicated, dynamic, hardworking, and exceptional leader with a passion for providing high-quality services to the City’s employees and community.

DEFINITION:

The Human Resources Analyst classification series is responsible for assisting in the administration and management of human resources programs. The classification performs professional, complex, technical, and analytical responsibilities in support of the City's personnel functions including recruitment, selection, classification, compensation, employee benefits administration, employee development, and perform other work as required.

DISTINGUISHING CHARACTERISTICS:

Human Resources Analyst differs from Senior Human Resources Analyst in that incumbents at the Senior level perform specialty assignments requiring direction rather than general supervision.

SUPERVISION RECEIVED AND EXERCISED:

incumbent works under the general supervision of the Human Resources Director and/or Human Resources Manager. At the Senior level, the incumbent may act in a lead capacity over support staff.

Job Overview**HUMAN RESOURCES ANALYST:**

- Design and develop recruitment and selection plans, prepare job announcements and supplemental questionnaires; review applications; evaluate candidate qualifications; schedule, administer, and grade written performance and oral examinations; tabulate candidate scores; create eligibility lists and determine the most qualified candidates to be interviewed.
- Conduct and implement classification, reclassification, and organizational studies; research, analyze, audit and participate in the maintenance of the City's classification plans; conduct job classification analyses; prepare or revise classification specifications; and develop classification recommendations and reports.
- Provide assistance with employee relations issues; consult with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations.
- Conduct research, analyze data and prepare written and statistical reports and recommendations on a variety of issues and topics and make oral presentations as needed.
- Monitor State and Federal legislative changes on employment and benefits administration laws and regulations; ensure policies and procedures are compliant with any changes in law.
- Coordinate a variety of health benefit programs and services, including medical, dental, vision, life, voluntary insurance plans, disability, medical leaves, retirement plans; prepare and reconcile billing to various benefits vendors.
- Participate in the planning and implementation of open enrollment.
- Create, review, and process personnel transaction forms; process new hires and separations, and maintain employee personnel files.
- Identify and evaluate employee development programs, courses, and seminars; meet with training course vendors and development consultants to review course offerings; publicize training courses and seminar programs.
- Coordinate the annual health/wellness fair, participate in the planning and implementation of open enrollment, employee recognition events, blood drives, and other human resources employee events.
- Serve as representative on various committees and projects; coordinate activities with other City Departments and outside agencies, organizations, or community groups.
- Other duties as assigned.

SENIOR HUMAN RESOURCES ANALYST:

- Conduct and implement classification, reclassification, and organizational studies; research, analyze, audit, conduct and prepare statistical reports as needed, and participate in the maintenance of the City's classification plans; conduct job classification analysis; prepare or revise classification specifications; and develop classification recommendations and reports.
- Provide assistance with employee relations issues; conduct confidential internal investigations and determine appropriate corrective action, consult with managers and employees regarding the interpretation of personnel practices, develop and implement policies and procedures in compliance with applicable Federal and State laws.
- Coordinate and participate in the grievance process, attend grievance hearings, and prepare grievance responses.
- Conduct research and support for labor negotiations by conducting a variety of surveys, compiling data, and calculating costs.
- Administers benefit and leave programs; medical, dental, vision, life, AD&D, FMLA/CFRA, COBRA, ACA, leaves, workers' compensation, return to work programs, retirement programs, unemployment insurance program, annual open enrollment, and other employee benefits.
- Monitors leaves of absence; coordinates with departments and employees to ensure effective implementation of leaves and return to work policies.
- Coordinates, facilitates, and monitors the interactive process in compliance with the Americans with Disabilities Act.
- Administers the City's Drug and Alcohol Testing Program, Department of Motor Vehicle (DMV) Pull Notice Program, and Commercial Driver's Licensing program.
- Coordinates Citywide training, coaching, and development programs with consultants; tracks training programs and activities.

- Serve as representative on various committees and projects; coordinate activities with other City Departments and outside agencies, organizations, or community groups.
- Assists the Human Resources Director and/or the Human Resources Manager as needed.
- May assist in the preparation of the Human Resources Department budget.
- Other duties as assigned.

Qualification Guidelines

HUMAN RESOURCES ANALYST:

- Bachelor's Degree in Human Resources, Industrial Relations, Business, Public Administration, or a related field is required.
- Two (2) years of responsible, professional public personnel administration experience with demonstrated experience in recruitment and selection using NEOGOV, employee benefits administration, classification and compensation experience, and employee development.
- Previous municipal experience is highly desirable.

SENIOR HUMAN RESOURCES ANALYST:

- Bachelor's Degree in Human Resources, Business, Public Administration, or a related field is required. A Master's Degree in a related field is desirable.
- Four (4) years of progressively responsible human resources generalist experience, including one (1) year of lead or supervisory experience.
- Previous municipal experience is highly desirable.

REQUIRED LICENSE/CERTIFICATION:

- A valid California Class "C" Driver's License is required.
- Possession of IPMA-HR Certified Professional (IPMA-CP) certification is preferred.
- Possession of IPMA-HR Senior Certified Professional (IPMA-SCP) certification is highly desirable.

KNOWLEDGE OF:

- Experience administering all facets of recruitment using NEOGOV or similar recruiting software.
- Principles and practices of public personnel administration, including recruitment and selection, benefits administration, classification and compensation, workers compensation, training and development, CalPERS, Public Employees' Retirement Law, Equal Employment Opportunity, Uniform Guidelines on Employee Selection, Meyers-Milius-Brown Act, Consolidation Budget Reconciliation Act, American with Disabilities Act, and California's Fair Employment and Housing Act.
- Applicable state and federal legislation and codes, and Memorandum of Understanding.
- Principles of city government organization, functions, and management.
- Fundamentals of training needs assessment.
- Basic principles and practices of budget administration.
- Principles and practices of employee supervision.

REQUISITE SKILLS AND ABILITIES:

- High level of analytical and critical thinking skills and exercise independent judgment.
- Understand the City's personnel programs and policies and interpret them to employees and the general public.
- Conduct job analysis and classification analysis; conduct job audits; and write job descriptions.
- Intermediate to advanced skills in Word, Excel, and Outlook.
- Respond appropriately to inquiries from the public, City staff, or other agencies on sensitive issues.
- Prepare and present written and oral information in a clear, concise, and accurate manner.
- Establish and maintain effective working relationships with employees, City officials, and the public.
- Learn and interpret personnel policies and procedures.
- Maintain moderately complex department records, files and data.
- Maintain confidentiality of matters affecting applicants, employees and personnel matters.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, bending, leaning and twisting; operating a computer terminal, and calculator; exposure to computer glare, vibrations and pitch; ability to lift, carry and move objects totaling approximately 25 pounds in weight and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

FAIR LABOR STANDARDS ACT DESIGNATION:

- Exempt

NOTE:

- The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be a comprehensive list of all duties, responsibilities, and skills required.
- Senior Human Resources Analyst and Human Resources Analyst job descriptions can be found on our website.

Recruitment Information

Please apply immediately as this recruitment may close at any time upon receiving enough qualified candidates.

The selection process may include one or more of the following: application review, application assessment, performance test, written test and/or oral interview examination. The employment application, qualifying information questions and/or supplemental questions will be evaluated based on the employment standards and minimum qualifications listed above.

All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully completing all components of the pre-employment process which may include but is not limited to reference check, credit check, California Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) criminal history check (Live Scan fingerprinting).

The City of Fountain Valley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Human Resources Department at least 72 hours in advance of the exam date.

Note: The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions contained within may be modified or revoked without notice.

Agency

City of Fountain Valley

Address

10200 Slater Ave

Phone

714-593-4506

Fountain Valley, California, 92708

Website

<http://www.fountainvalley.org/jobs>

Human Resources Analyst/Senior Human Resources Analyst Supplemental Questionnaire

***QUESTION 1**

Please indicate the highest level of education. **REQUIRED: Attach proof of your education to your application (unofficial transcripts or a copy of your diploma).**

- Master's Degree or higher
- Bachelor's Degree
- Associate's Degree
- Some college
- HS Diploma/GED
- None of the above

***QUESTION 2**

Do you possess a valid California Class "C" Driver License?

- Yes
- No

***QUESTION 3**

Check the boxes below for the areas in which you have experience:

- Classification & Compensation
- Employee Development
- Recruitment & Selection
- Benefits Administration
- Workers' Compensation
- Disability Management

***QUESTION 4**

For each of the areas checked in Question #3, provide examples below that demonstrate your experience in each area(s).

***QUESTION 5**

List each governmental entity you have worked for, including your job title, number of years with the entity, and number of employees supervised.

***QUESTION 6**

Are you related to any present City of Fountain Valley employee(s)? If yes, you must identify the relative below.

- Yes
- No

***QUESTION 7**

If answered 'yes' to previous question please list any relatives presently employed by the City of Fountain Valley. Please note the relative's name and relationships. Relatives included spouses, parents, children, brothers, sisters, mother-in-laws, father-in-laws, brother-in-laws, sister-in-laws, son-in-laws, daughter-in-laws, grandparents, grandchildren, step-parents, stepchildren, nephews, nieces, aunts, uncles, half-brothers, half-sisters, and first cousins.

***QUESTION 8**

I certify that all of the information provided is accurate to the best of my knowledge and belief, and that I understand purposely providing false information may be grounds for disqualification from the process. I have supplied all the applicable information in my application. Examples of incomplete/inaccurate information leading to disqualification include, but are not limited to: noting incorrect department, leaving dates of employment blank, leaving reason for leaving employment blank, leaving duties blank or noting "see resume", etc.

- Agree
- Disagree

* Required Question