



City of Fountain Valley 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	2023-33
DEPARTMENT	Human Resources	OPENING DATE	06/07/2024

Description

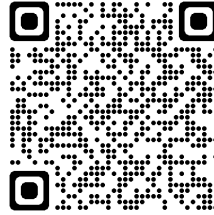
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A NICE PLACE TO LIVE AND WORK!**



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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, one Senior Human Resources Analyst, two Human Resources Analysts, and two Human Resources Technicians. Our team is seeking a dedicated, dynamic, hardworking, and exceptional leader with a passion for providing high-quality services to the City's employees and community.

CLASS DEFINITION:

Under general direction, performs professional, complex, technical, and analytical responsibilities in support of the City's personnel functions related to recruitment and selection, classification and compensation, employee benefit administration, employee training and development, workers compensation, and performs other work as required.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the Human Resources Analyst series. The Senior Human Resources Analyst is responsible for specialized assignments that involve unique and/or complex activities that require a broad human resources perspective; a high level of visibility, sensitivity, maturity, and diplomacy; and extensive technical knowledge combined with the ability to use this knowledge to anticipate and resolve issues and problems. Incumbents must exercise a high degree of professional judgment, show initiative, and work independently. In addition, incumbents may act in a lead or supervisory capacity over lower-level professional and support staff.

SUPERVISION RECEIVED AND EXERCISED:

The incumbent works under the general supervision of the Human Resources Director and/or the Human Resources Manager. May exercise functional supervision over Human Resources staff.

Job Overview

NOTE: The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. The incumbent in this position may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel.

- Plans, organizes, and oversees several human resources functions including recruitment and selection, classification and compensation, benefits, leave administration, training and development, worker's compensation, labor relations, discipline and performance management, employee safety program, Human Resources Information System (HRIS), and employment and labor law compliance.
- Design, develop, and supervise recruitment and selection plans to ensure City-wide consistency, job-related valid screening techniques, and conformance to federal and state laws and regulations.
- Research and analyze information to respond to recruitment complaints, as well as prepare written responses.
- 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; conduct desk audits; prepare or revise classification specifications; and develop classification recommendations and reports.
- Interpret and apply laws, policies, procedures, and rules in the area of classification and compensation.
- 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; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary action, and other employee issues.
- Conduct confidential internal investigations, determining appropriate corrective action, drafting discipline documentation and implementing employee discipline in compliance with applicable rules and laws.
- Coordinate and participates in the grievance process, attends grievance hearings, and prepares grievance responses.
- Conduct research and support for labor negotiations by conducting a variety of surveys, compiling data, preparing charts and graphs, and calculating costs.
- Conduct and prepare written and statistical reports and recommendations on a variety of issues and topics; make oral presentations as needed.
- Review, update, and revise Administrative Regulations and Personnel Guidelines as needed.
- Develops and implements policies and procedures in compliance with applicable Federal and State laws and regulations.
- Administers benefit and leave programs; medical, dental, vision, life, AD&D, FMLA/CFRA, COBRA, ACA, leaves, workers' compensation, return to work programs, retirement programs, annual open enrollment, and other employee benefits.
- Oversee the administration of the retiree health benefits program and unemployment insurance program.
- Monitors leaves of absence; coordinates with departments and employees to ensure effective implementation of leave of absence and return to work policies.
- 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.
- Evaluate assigned programs and reviews policies, procedures, and methods used relative to effective utilization of resources and achievement of goals; formulates, recommends, and/or implements action for program improvement.
- Coordinates, facilitates, and monitors the interactive process in compliance with the Americans with Disabilities Act.
- Oversee, coordinate, and assist in the preparation for the annual service award and other employee recognition programs.
- Provides highly complex staff assistance to the Human Resources Director and/or the Human Resources Manager.
- Serve as representative on various committees and projects; coordinate activities with other City Departments and outside agencies, organizations or community groups; and make oral and written presentations as needed.**OTHER JOB-RELATED DUTIES**
- May assist in the preparation and administration of a program in the Human Resources Department budget.
- Perform other duties as assigned.

Qualification Guidelines

EDUCATION:

Possession of a Bachelor's degree major coursework in business, public administration or a related field is required. A Master's Degree in a related field is desirable.

EXPERIENCE:

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.

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 administration, workers compensation, training and development, CalPERS, Public Employees' Retirement Law, Equal Employment Opportunity, Uniform Guidelines on Employee Selection, Meyers-Milias-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; Human Resources Rules and Regulations 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:

- Exercise independent judgment in selecting an appropriate course of action from many alternatives.
- High level of analytical and critical thinking skills.
- Understand the City's personnel programs and policies and interpret them to employees and the public.
- Conduct job analysis and classification analysis; conduct job audits; and write clear, concise and accurate job descriptions.
- Intermediate to advanced skills in Word, Excel and Outlook.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, City staff or other agencies on sensitive issues in the area of responsibility.
- Prepare and present written and oral information in a clear, concise and accurate manner.
- Establish and maintain effective working relationships with employees, City officials, candidates for employment and the public.
- Learn and interpret personnel policies and procedures and apply them in a variety of procedural situations.
- Maintain moderately complex department records, files and data.
- Perform assignments rapidly and accurately with independence.
- Maintain confidentiality of matters affecting applicants, employees and personnel matters.

REQUIRED LICENSE/CERTIFICATION:

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

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, and bending; inputting data into a computer terminal; exposure to computer glare, vibrations, and pitch; lifting, carrying, and moving objects totaling approximately 25 pounds in weight; and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed. Employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive and changing deadlines and interact with City staff, customers, vendors, contractors, and the public.

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.

FAIR LABOR STANDARDS ACT DESIGNATION:

Exempt

Recruitment Information

This recruitment may close at any time upon receiving enough qualified applicants.

SELECTION PROCESS:

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.

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

Fountain Valley, California, 92708

Phone

714-593-4506

Website

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

Senior Human Resources Analyst Supplemental Questionnaire

***QUESTION 1**

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

- Yes
- No

***QUESTION 2**

Do you possess a Bachelor's Degree in Public Administration, Business Administration, or a related field? REQUIRED:

Attach a copy of your Bachelor's Degree or transcripts to your application.

- Yes
- No

***QUESTION 3**

Do you have four (4) years of progressively responsible human resources generalist experience, including one (1) year of lead or supervisory experience (required)?

- Yes
- No

QUESTION 4

Do you have previous municipal experience? If so, please list the agency, position worked and the duties you were responsible for. If not, please answer N/A.

***QUESTION 5**

Please indicate any additional certifications that you possess:

***QUESTION 6**

Are you related to any present City of Fountain Valley employee(s)?

- 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