



## **CITY OF JURUPA VALLEY**

Department of Human Resources  
8930 Limonite Avenue  
Jurupa Valley, CA 92509

**INVITES APPLICATIONS FOR THE POSITION OF:**  
**Sr. Human Resources Analyst**

An Equal Opportunity Employer

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### **Annual Salary Range**

**\$60,295 - \$87,384**

**Open Until Filled – First Review Friday, September 25, 2020**

**Submit Resumes to [pgrob@jurupavalley.org](mailto:pgrob@jurupavalley.org)**

#### **DEFINITION:**

Under general supervision, the Sr. Human Resources Analyst performs a variety of professional level administrative, technical and analytical duties in support of the City's human resource functions including recruitment, selection, classification, wage and salary administration, workers' compensation, employer-employee relations, training, payroll, benefits administration and related functions; provides information and assistance to City employees and the general public regarding human resources activities, policies, and procedures; may supervise or provide lead direction to clerical/administrative staff; and performs a variety of professional tasks in support of assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Director, exercises no direct supervision over staff.

#### **DISTINGUISHING CHARACTERISTICS:**

The Sr. Human Resources Analyst is the advance level class and is distinguished from the Human Resources Analyst level by the performance of the full range of duties as assigned, working independently, applying well developed human resources knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance

as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results.

**TYPICAL DUTIES AND RESPONSIBILITIES (Illustrative Only):**

- Coordinates and implements recruitment and selection activities including announcement development, application screening and evaluation, selection, testing, and interviews.
- Participates in conducting wage, salary and benefit studies and surveys for the purpose of compensation administration; compiles data and prepares written reports including recommendations for action.
- Assists in the overall management of the workers' compensation program via a Third Party Administrator; submits and reviews initial Workers' Compensation claims; works with injured employees and department managers regarding return to work issues.
- Provides assistance with employee relations issues; consults with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provides information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.
- Assists in conducting intra/intradepartmental training programs and activities; coordinates implementation of training programs with department heads.
- Conducts research, analyzes data, and prepares written and statistical reports and recommendations for a variety of human resource issues and topics; updates and revises written directives, rules, and regulations and various handbooks as appropriate.
- Conducts new employee orientation and exit interviews; handles and processes all new hire paperwork.
- Enters new employee information into the HR and payroll systems.
- Administers the benefits for all employees; keeps employees up-to-date on benefit changes; enrolls new employees; performs reconciliation of benefit billing.
- Processes the City's payroll; audits and verifies timesheets submitted by department staff; enters time into the payroll system.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources administration.
- Performs related duties as required.

## **QUALIFICATIONS:**

### **Knowledge of:**

Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification and job analysis, compensation and benefits analysis and administration, employee labor relations principles; applicable federal, state, and local laws and regulations; research methods and data analysis techniques; business communications, supervision principles and practices; the uses of standard business computer software.

### **Ability to:**

Analyze problems, evaluate alternatives and make sound, appropriate recommendations; exercise sound independent judgment and initiative within established guidelines; represent the department effectively in meetings; understand and follow written and oral instructions; prepare clear, concise and accurate reports, correspondence, analytical studies and other written materials; interpret, explain and apply City personnel rules, policies and procedures and applicable local, state, and federal legislation; use computer tools and software; exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations; communicate effectively both orally and in writing; and establish and maintain cooperative working relationships.

### **Education and/or Experience:**

A combination of education and experience that has provided the knowledge, abilities, and skills necessary for a Sr. Human Resources Analyst. A typical way of obtaining the required qualifications is to possess the equivalent of three years of human resource experience (governmental setting preferred), and a bachelor's degree with major course work in public or business administration, human resources, psychology or a related field..

### **Licenses, Certificates, Special Requirements:**

None.

### **PHYSICAL AND MENTAL DEMANDS:**

The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between

work areas may be required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with City management, staff, contractors, vendors, external agencies, the public and others encountered in the course of work.

**WORK ENVIRONMENT:**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend meetings. Employees interact with staff and/or public and private representatives in interpreting and enforcing policies and procedures, and in the conduct of the duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.