City of Hayward

Accepting Applications For

HUMAN RESOURCES ANALYST I/II

MONTHLY SALARY RANGE: **Analyst I $5,116.80—$6,234.80**
Analyst II $6,191.46 - $7,515.73

FINAL FILING DATE: **Wednesday, July 27, 2011 by 5:00 PM in the Human Resources Department.**

THE POSITION: This position works under the general direction of the Human Resources Manager, performing a variety of professional human resources duties including: recruitment and selection, classification, compensation, training program administration, benefits and leave management, workers' compensation, safety, insurance, risk management, and/or employee and labor relations; assists in the negotiation process and other labor relations functions; provides analytical support to City management and supervisory staff; and performs a variety of other related duties as assigned. This position requires discretion to work with confidential and sensitive issues on a regular basis.

REQUIREMENTS: Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Human Resources Analyst I

Experience: One (1) year human resources generalist experience in recruitment/selection, classification/ compensation, and/or benefit administration.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in human resources, business, or public administration or closely related field.

Human Resources Analyst II

Experience: Two (2) years professional human resources administration experience performing duties similar to a Human Resources Analyst I with the City of Hayward.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in human resources, business, or public administration or closely related field.

SELECTION PROCEDURE: Candidates must submit a completed City of Hayward job application and a response to the Supplemental Questions, which fully describes the nature of their professional experience and qualifications. Application packets will be screened by a qualifications appraisal panel and candidates considered best qualified based on the information provided, will move forward in the examination process. Candidate's background and qualifications will be further evaluated by a competitive examination process that may include a writing sample and oral interview, which will result in ranking on an eligible register for hiring consideration.

SUPPLEMENTAL QUESTIONS: Please include response to the following questions with your application. Limit responses to each question to one (1) page, double-spaced, 12 point font:

1. Provide a detailed description of the most complex project you have completed related to Human Resources. Include the steps required before and during the project, your role, resources utilized (i.e. consultants, technology, other staff within the agency, etc.) and if the desired outcomes of the project were met.

SUPPLEMENTAL QUESTIONS (continued):

2. List your number of years of experience and describe your background in each of the following; Training, Leave Management, Worker's Compensation, Employee Relations, Labor Relations and Benefits.

3. Explain how your current skill set is transferable to a Human Resources team where cross-training in all human resources disciplines is a part of the culture and the ability to continuously learn and improve is an essential skill set necessary to be a successful team member of a full service Human Re sources function.

APPLICATIONS: To obtain a City of Hayward employment application:

1. Candidates are encouraged to apply online at: www.hayward-ca.gov or www.CalOpps.org

2. Visit the Human Resources Department at Hayward City Hall located at 777 B Street, Hayward, CA 94541-5007. Office hours are Monday through Friday, 8 a.m. to 5 p.m.

BENEFIT SUMMARY:

- 10 days paid vacation each year; 15 days after 5 years of service; 20 days after 10 years of service; and 25 days after 20 years of service.
- 12 days sick leave per year.
- 14 1/2 annual paid holidays.
- Choice of health plans with 90% of premiums for employees and eligible dependents paid by the City (PERS health plans).
- Dental and Vision Plan (premiums for employee and eligible dependents paid by City).
- City paid Basic Life, Short Term Disability and Long Term Disability Insurance coverage for unrepresented employees.
- Public Employees' Retirement System; 2.5% @ 55 for miscellaneous employees. Unrepresented employees pay 8% of base salary towards PERS on a pre-tax basis.

Visit www.hayward-ca.gov for a complete job description and benefit information.

The City of Hayward is an Equal Opportunity Employer.