



# City of Milpitas

We invite applications for the position of:  
**Human Resources Analyst I/II**

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**Annual Salary Range:** \$71,836 - \$104,431

**Post Date:** July 1, 2016

**Close Date:** July 15, 2016

## Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

## The Opportunity

Under the general supervision of the Human Resources Director or designee, the Human Resources Analyst I/II performs professional human resources administrative and analytical assignments in a variety of program areas, including: recruitment and selection, classification and compensation, workflow and staffing, benefits administration, employee development and training, employee relations, systems development, program management, policy and procedure development, and special programs; delivers Human Resources services to internal and external customers; and provides staff support in the administration and implementation of City Human Resources programs and policies, as assigned.

Incumbents may be assigned to either a specific or a generalist assignment with responsibility for dealing with a wide array of analytical staff assignments. Incumbents are expected to be capable of performing a variety of Human Resources related management analysis techniques and procedures.



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### What You Will Do

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

- Provide advice, interpretation and counsel to managers, supervisors and employees on Human Resources policies and procedures, and assure compliance with governing board policies, legislation, and Memoranda of Understanding (MOUs).
- Conduct surveys and perform research and statistical analyses as requested; prepare summary reports; make recommendations based on collected data.
- Conduct job analyses and position classification studies; prepare and revise job specifications.
- Prepare recruitment plans, job announcements and advertising strategies; review and evaluate applications and determine applicant qualifications; provide information to applicants and the general public concerning employment opportunities and examination procedures; supervise and participate in the scheduling and administration of examination, preparation of examination materials, scoring and establishment of eligibility lists; certify eligibility lists to departments.
- Assist in formulating Human Resources policies, goals and procedures; collect and compile relevant data supporting recommendations; develop new program elements and program modifications to meet goals and objectives of assigned program.
- Assist in the administration or management of employee benefit programs; monitor compliance and make recommendations based on cost effectiveness and benefit optimizations.
- Advise employees on matters related to employment, promotion, retirement, benefits, and classification and compensation.
- Prepare written memos, letters, reports, newsletters, and policies for effective communication with internal and external customers.
- Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate assigned City programs.
- Develop and analyze quantitative data for management evaluation purposes; make verbal presentations of study findings/recommendations to department and City management and commissions, as the assignment requires.
- Plan, research, and complete Human Resources related projects; coordinate programs (e.g., new employee orientation, employee recognition, internships, etc.) and special events.
- Administer programs for the City, such as the tuition reimbursement program, transportation and commute reduction incentive program, and volunteer management program; compile and analyze data to make recommendations for improvement.
- Coordinate and/or deliver training sessions and classes on human resources topics for City employees; develop and analyze training surveys.
- Perform audits and analysis in areas such as: programs, contracts, budgets and internal processes; propose recommendations to improve or modify existing policies.



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- Participate in special projects, as assigned.
  - Perform related duties, as assigned.

### **Experience and Education**

**Human Resources Analyst I/II:** Bachelor's degree from an accredited college or university with major coursework in human resources administration, public administration, business administration or a closely related field.

**Human Resources Analyst II:** Two years of technical or professional level human resources experience and lead or supervisory experience.

### **License or Certificate**

Possession and maintenance of a valid California Driver's License may be required.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### **To Apply**

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.



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## Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Con bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

[http://www.ci.milpitas.ca.gov/\\_pdfs/hr\\_mou\\_UPEC.pdf](http://www.ci.milpitas.ca.gov/_pdfs/hr_mou_UPEC.pdf)

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.