



# City of Milpitas

## Announces a job opportunity for **Human Resources Analyst I/II**

**Annual Salary Range:** I: \$67,042 - \$74,042; II: \$74,042 - \$97,462  
**Final Filing Date:** Friday, July 16, 2015

### **About the Position**

This position performs professional human resources administrative and analytical assignments in a variety of program areas including: recruitment & selection; classification & compensation; employee benefits; employee relations; training; conducting analytical studies involving all aspects of the human resources profession and performing other related work as required.

**Examples of Duties** – duties may include, but are not limited to, the following:

- Provides advice, interpretation and counsel to managers, supervisors and employees on Human Resources policies and procedures, and assures compliance with governing board policies and MOUs.
- Conduct surveys and perform research and statistical analyses as requested; prepare summary reports. Conduct routine position classification studies, prepare and revise job specifications.
- Prepare recruitment plans, job announcements and advertising strategies. Review and evaluate applications and determine applicant eligibility. Provide information to applicants and the general public concerning employment opportunities and examination procedures. Supervise and participate in the administration of examination, scoring and the establishment of eligibility lists. Certify eligibility lists to departments.
- Assist in formulating program policy, goals and procedures; collect and compile relevant data supporting recommendations including development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.
- Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate work measurement data of various City programs.
- Perform audits and analysis in areas such as: programs, contracts, budgets and internal processing.

### **Minimum Qualifications**

#### **Education: Human Resources Analyst I/II**

Bachelor's degree from an accredited college or university with major course work in human resources administration, public administration, political science, business administration or a closely related field.

#### **Experience: Human Resources Analyst II**

Two years of technical or professional level human resources experience and lead or supervisory experience.

## **License and Other Requirements**

Possession and maintenance of valid California Driver's License is required.

## **Special Requirements**

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment including use of a computer and the ability to work alone or with other individuals; ability to travel to various locations within and outside the City of Milpitas.

## **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. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

## **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date.

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 - (408) 586-3090.

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.

## **Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.3% towards the employer PERS contribution effective July 1, 2015.
- Vacation - 16 days per year to a maximum of 36 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

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.

## Human Resources Analyst I/II Supplemental Questionnaire

Please respond to each question and return this form and your responses with your completed application. This supplemental information that you provide will be evaluated along with your completed application form. Be as specific as you can in answering these questions.

1. Briefly describe your human resources experience in the following areas:

- Recruitment & Selection
- Employee Benefits
- Classification & Selection
- Employee Relations

2. Human Resources Analysts provide information, interpretation and counsel to managers, supervisors, and employees on human resources policies and procedures. What has your experience been in this area?

3. Please describe a difficult or complex problem or situation you may have faced conducting a recruitment with a previous employer. What was the problem and how did you resolve it?

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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>



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