



City of Hesperia
Open/Competitive Opportunity

HUMAN RESOURCES ANALYST
(\$6,222 - \$7,585 per month)

FINAL FILING DATE: FRIDAY, JULY 23, 2021 AT 4:30 P.M.

Duties: The Human Resources Analyst is a Non-Represented Professional/Supervisory position and will perform a variety of activities in professional administrative, analytical, technical and coordination duties in support of human resources functions and programs, including classification, job evaluation, compensation, employee benefits and programs, records retention, recruitment, selection, performance evaluation and evaluation of new or existing programs. Interpret Human Resources and Risk Management policies and procedures; ensure the City's compliance of Federal, State and local human resources management regulations; review and analyze reports, legislation, court cases, and related personnel matters; respond to requests for information and assistance from employees, management, outside agencies, bargaining units and the public; performs other related and peripheral duties as required and necessary for the successful performance of this job.

Qualifications: Requires a Bachelor's degree or equivalent, from an accredited college or university in Human Resources Management, Public or Business Administration or a related field; equivalent of three (3) years of professional technical experience in human resources; or any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

Please visit the Employment page at www.cityofhesperia.us/660/Job-Classifications to view full job description and expanded list of qualifications

Fringe Benefits:

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.75% (normal cost) of annual salary)
- Health Benefits – up to \$1,324 per month toward medical, dental and vision insurance
- City paid
 - Employee Only Premium for Dental Insurance
 - Employee Only Premium for Vision Insurance
 - Life Insurance (One times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- Administrative Leave 55 hours per fiscal year
- 12 paid holidays
- Sick leave (96 hours per year)
- 401 (a) Deferred Compensation Plan (2% of salary – City paid)
- 457 (b) Deferred Compensation Program available
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 a fiscal year available for eligible employees)
- 4/10, 9/80 and Adjusted Workweek Schedules Available
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

To Apply: Interested applicants are required to submit a **City application, cover letter and resume** using the online employment application system. This application can be accessed from the City's website at www.cityofhesperia.us. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.