

**The City of South El Monte is
accepting applications for
the position of:**

***PERSONNEL
ANALYST***



SALARY RANGE
\$29.91 - \$36.36 Hourly
\$2,393.08 - \$2,908.62 Biweekly
\$5,185.00 - \$6,302.00 Monthly
\$62,220.00 - \$75,624.00 Annually

APPLY BY: September 6, 2018 BY 5:00 P.M.



City of South El Monte

The City of South El Monte was incorporated on July 30, 1958. The City is a general law city, operates under a Council-Manager form of government, and is located in the heart of the San Gabriel Valley, just 7 miles east of Los Angeles.

The City of South El Monte boasts all comforts of urban life with a small town feel. The City's 21,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 3.25 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

The Position

Under general direction of the Deputy City Manager, performs complex and specialized duties related to the development, implementation, and administration of personnel functions.

Example of Duties

- Develop plans and oversee a comprehensive personnel program including all aspects of development and maintenance of job descriptions and wage administration; equal employment opportunity, recruiting, testing, selection, placement, and employment procedures; processing personnel actions including new hires, transfers, promotions, position classification and/or salary changes; personnel training; workers' compensation; labor relations; benefits administration; evaluations; resignations, retirements, terminations, and various other personnel-related actions.
- Prepare and administer the Human Resources operating budget; create the forecasting of funds for additional staff, equipment, materials, and supplies;
- Develop, coordinate, and oversee the maintenance of personnel record keeping procedures; supervise the processing of personnel transactions and the appropriate procedures for confidential personnel records; assist in resolving employee disciplinary matters and grievances; remain current, and serve as a resource for advising staff on laws, regulations, policies and procedures for human resources/labor relations functions.
- Develop, administer, interpret, and enforce personnel-related policies, administrative rules, regulations and procedures; oversee administrative procedures to implement the City's health insurance benefit programs; research, compile, analyze, and summarize data on salaries, classification, benefits, or other personnel-related matters; prepare federal and state reports, as required; prepare and develop human resources information for employee handbooks and other administrative publications.
- Provide support to the City Manager, department heads, and other high-ranking officials on human resources related topics;
- Conduct employee relations activities; attend and/or conduct meetings with management and employees to resolve human resource issues, including employee discipline.
- Oversee the City's employee evaluation program; ensure employee evaluations are conducted in an efficient, fair, and timely manner; ensure employee merit increases are correctly processed.
- Assist in the administration of the Risk Management Program, including worker's compensation, general liability and other insurance programs. Maintains records, photographs, and conducts preliminary insurance related investigations,
- Participates in the review of liability and industrial accident claims to identify City loss exposure;
- Performs other additional duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- City policies and procedures.
- Principles and practices of human resource administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Labor laws, ADA, EEO and FMLA regulations, labor relations and safety practices.
- Principles and practices of records management and reporting.
- Principles and practices of project management.
- Principles and practices of strategic planning.

- Techniques of testing recruiting, and selection criteria.
- Mathematical and statistical computations.
- Record keeping and file maintenance principles and procedures.

SKILL IN:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgement.
- Interpreting and applying city, state, and federal policies, laws and regulations regarding human resource administration.
- Planning, organizing, directing, and coordinating the work of management, supervisory, professional and technical personnel.
- Preparing clear and concise financial and administrative reports.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with City Manager, department heads, managers, supervisors, employees, third party administrators, benefit providers/carriers, external public and private agencies and the general public.

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

Bachelor's degree in Public or Business Administration, Political Science or a related field and three years of full-time administrative experience for a municipal government.

LICENSE AND CERTIFICATION REQUIREMENTS

Possession of a valid California Class "C" California driver's license.

WORK SCHEDULE

A consistent schedule during City Hall's normal business hours of operation are 7:00 a.m. to 5:30 p.m. Monday – Thursday. City Hall is closed on Fridays. May be required to work evenings and weekends depending on needs of the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Limited stooping, sitting, limited kneeling, standing, walking, reaching, grasping, lifting (up to 25 pounds) manual/touching dexterity (hand and finger), carrying, clear seeing – general, close vision, color perception, clear speech, limited climbing, moving objects, hazards, and fatigue.

Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contract, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, and dirt/dust.

SELECTION PROCESS

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at www.ci.south-el-monte.ca.us/ On-line applications and or resumes will not be accepted. Applications may be submitted to the Personnel Department in person or by mail.

REASONABLE ACCOMODATIONS

Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with

Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

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IMPORTANT NOTICE

This position is subject to the Memorandum of Understanding in effect at the date of hire of the South El Monte Executive Management Association.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

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BENEFITS SUMMARY

HEALTH

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

Long Term Disability: City pays full premium for all full-time employees.

Term Life Insurance and AD & D Insurance: City pays full premium for all full-time employees.

Employee Assistance Program: EAP services designed to help through life's challenges are available through Hartford.

PAID LEAVES

Holidays: 12 paid days per year

Vacation: Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6th) through the tenth (10th) years of service; twelve (12) hours per month (accrued at the rate of six (6) ours bi-weekly for 24 of the 26 pay periods annually)

during the eleventh (11th) through fifteenth (15th) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16th) and following years of service.

Sick Leave: Earned at a rate of 8 hours per month.

Bereavement Leave: 3 days per calendar year.

RETIREMENT

Participation in California Public Employees Retirement System (CalPERS)

CalPERS Retirement Plan:

First Level effective 05/16/1966 - 2.5% @ 55 with a member rate of 8.0

Second Level effective 05/27/2012 - 2% @ 60 with a member rate of 7.0

PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

The City also participates in the Social Security retirement system.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

A "New Member" is defined as:

1. A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.

2. A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Effective January 1, 2013, Public Employees' Pension Reform Act of 2013 (PEPRA) prohibited employers from paying any portion of a "new member's" member contribution rate. All new members must pay 50% of total normal cost as employee contribution rate. By January 1, 2018, all "classic members" will be required to contribute their full share up to 7% of the employee contribution of the CalPERS rate.

Deferred Compensation: Two plans available; City contribution of \$300 per month.

The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.



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