

## WORKING CONDITIONS/BENEFITS:

**Hours**—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

**Holidays**—11 holidays per year.

**Vacation**—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

**Sick Leave**—Allowance credited and accrued at the rate of one day a month.

**Bereavement Leave**—Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

**Health Insurance**—Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

**Dental Insurance**—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

**Long Term Disability Insurance**—Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

**Life Insurance**—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

**IRC Sec. 125 Plan**—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

**Retirement**—) *Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

## GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

**PHYSICAL REQUIREMENTS:** Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

**FILING APPLICATIONS:** File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

**SELECTION:** A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

**SPECIAL TESTING NEEDS:** If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

**SALARY:** Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

**This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.**

HUMAN RESOURCES DEPARTMENT  
CITY OF DALY CITY  
295-89<sup>th</sup> Street, Suite 105  
Daly City, CA 94015

An Equal Opportunity Employer  
Minorities/Women/Disabled

Office: (650) 991-8028  
Hearing Impaired: (650) 991-8278  
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

## HUMAN RESOURCES ANALYST (Training & Development)

(Not Civil Service, 40 hours/week)

### SALARY:

\$3132-3288-3453-3626-3807 biweekly  
\$6786-7124-7481-7856-8248 monthly

*Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

### FINAL FILING DATE:

Apply Immediately.

Applications accepted until sufficient number of qualified applications received.

**Oral Interviews:**  
TBA

**Résumés are not accepted in lieu of a City of Daly City application.**

To apply online, visit:

[www.calopps.org](http://www.calopps.org)

## INFORMATION

### DEFINITION

Under general direction of the Director of Human Resources, performs professional, confidential and journey level work in support of human resources functions and programs including recruitment and selection, training and development, employee health, welfare and safety, classification and compensation, labor and employee relations, and employee recognition and communication; may supervise clerical staff and undertake related work as required.

### EXAMPLES OF DUTIES

Plans, coordinates, and implements a variety of Human Resources program areas such as recruitment and selection, training and development, employee health, welfare and safety, classification and compensation, performance management, event coordination and employee communication. Plans, conducts and administers recruitment selection processes, responds to and maintains frequent, sensitive and critical contacts with public and private agencies, other departments, professionals and officials. Answers inquiries by phone or mail; investigates and resolves complaints or provides information; explains departmental or City procedures; exercises judgment in giving information and proper disposition of problems; prepares variety of written documents and reports including job specifications, job and training announcements, examinations, correspondence and reports. Researches and recommends Human Resources policy, assists in preparation of and response to employment practices surveys and drafts correspondence to employees and the public as necessary. Assists with preparation, presentation and administration of departmental budget. Completes pre-employment screening process, including background check and livescan. Administers employee benefits programs including, health and retirement benefits, and responds to

employee inquiries regarding health and welfare benefits, forms and records including oversight of federally required continuation eligibility. Conducts new employee benefits orientations. Maintains Affirmative Action statistics for City workforce including rosters and training summaries, applicant-flow data, and preparation of the EEO-4 report and other statistical reports as necessary.

Facilitates training and workshops for employees; serves as City's liaison with the County Training Consortium; conducts new employee onboarding program. Serves as an ex-officio member of and a resource to the City's Safety & Wellness Committee; works with City departments to prevent accidents by assisting them in developing their own safety programs, and encouraging compliance with safety suggestions and recommendations. Coordinates citywide employee events, such as the Walkathon, Service Awards event and monthly wellness sessions, and represents department on citywide committees. Oversees Department of Transportation (D.O.T) drug testing scheduling and tracking, bilingual testing and exit interviews.

### MINIMUM QUALIFICATIONS

**Knowledge of:** Human Resources principles and procedures; practices and protocols of research, analysis and interpretation of data; appropriate grammar, spelling, and style in written and oral communication; basic business math and effective, professional interpersonal skills.

**Ability to:** Communicates effectively both orally and in writing; speaks to and direct large groups; interact positively and cooperate with other employees at all levels, deals courteously and effectively with the public, works as a team member, functions under demanding time pressure, responds in a positive manner to supervision, attends work and perform duties on a regular and consistent basis. Understands and apply instructions, rules, regulations and policies including the City's Rules and Regulations of the Classified Service; analyzes, processes and

schedules detailed work accurately; learns, understands and communicates employee benefit parameters and regulations, learn and uses all Microsoft Office Suite applications, Human Resources Information System (HRIS), applicant tracking system and other City software programs. Transcribes proceedings at meetings of commissions, boards or special committees; exercises good judgment in matters of a confidential nature; works independently in absence of supervision. Organizes work and meet on-going deadlines accurately and efficiently. Uses initiative, creativity and good judgement in carrying out assignments. Prepares effective written documents and prepares and deliver appropriate oral presentations for varied audiences. Uses word-processing, spreadsheet and desktop publishing programs on a personal computer, creating finished documents.

**Experience:** Three years of experience in Human Resources administration. Supervision experience is desirable.

**Education:** Graduation from a four-year college or university with a Bachelor's Degree in Business Administration, Human Resources Management, Public Administration or Policy, or Organizational Development with major coursework or concentration in Human Resources-related subjects.

**License:** Possession of a valid California Class C California Driver's License.

### **City of Daly City Prequalification Questionnaire for Human Resources Analyst (Training & Development)**

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

### **Submit your application and prequalification questionnaire to:**

Human Resources Department,  
City of Daly City,  
295 – 89<sup>th</sup> Street, Suite 105,  
Daly City, CA 94015  
OR apply online at: [www.calopps.org](http://www.calopps.org)

1) Do you possess a valid Class C California Driver's License?

Yes   
No

2) Do you possess a Bachelor's Degree in Business Administration, Human Resources Management, Public Administration or Policy, or Organizational Development with major coursework or concentration in Human Resources-related subjects from a four-year college or university?

Yes   
No

3) Do you have three (3) years of experience in Human Resources administration?

Yes   
No

Signature:

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Date:

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